

ENCOMPASS

Accounts Payable

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Course Description

This course provides hands-on instruction in processing payments in the Payables application. Participants learn the flow of external and internal invoices from vendor, to voucher, to payment, to General Ledger accounting entries. Participants also become familiar with many operational Payables reports and examine how Payables integrates with other ENCOMPASS applications.

Course Objective

By the end of this course, agency users will be able to:

- Enter various types of vouchers
- Approve vouchers
- Submit vouchers to AOS for payment
- Troubleshoot and correct vouchers
- Load high-volume payments
- Record manual SDO payments
- Process payments for SDO vouchers
- Process reimbursements for SDO payments

Chapter 1 Payables Overview

1.1

Chapter Overview

This chapter provides a high-level overview of Payables, presents the changes to Payables resulting from the ENCOMPASS implementation, and examines the objectives of the course. We will look at the major features and functions of Payables and examine the points of integration between Payables and other ENCOMPASS applications.

Chapter Objectives

By the end of this chapter, you will be able to:

- Explain the high-level req-to-check process in ENCOMPASS
- Explain the voucher lifecycle
- Identify the changes to Payables as a result of the ENCOMPASS implementation

1.2

Changes in ENCOMPASS

- When the new system is live, many changes will occur for the State of Indiana due to AOS using the ENCOMPASS system. Below is a listing of many of the changes you will see when ENCOMPASS goes live.
- VINC does not exist for processing. All vendor records are in ENCOMPASS.
 - There will no longer be a process to update AOS check numbers.
 - The “Object” field is now named the “Account” field.
 - All POs must have a receipt before a voucher can be entered for them.
 - All vouchers must have a receipt date, even vouchers that do not have a PO.
 - The payment method (on the Payments page) will default to ACH. Agencies should not change the payment method, unless they are entering an SDO voucher.
 - Users no longer have to enter a 1099 withholding code. These codes will now default based on vendor and account (object) number.
 - Document tolerance, budget checking, and posting are run as batch processes every two hours. DO NOT perform these processes yourself.
 - Agencies will no longer process pay cycles, unless the agency processes SDO pay cycles. All non-SDO payments are processed by AOS.
 - Agencies will no longer enter adjustment vouchers to record late payment interest. Interest will now be calculated and recorded within ENCOMPASS, when payment is made.
 - Payments to vendors will be consolidated by business unit (agency).
 - Federal funds are no longer exempt from budget checking.
 - Searching for a vendor tax identification number (TIN) will now be a masked search. You will be able to search by TIN but won’t see the TIN on the voucher.
 - All ENCOMPASS document numbers are now auto-generated: vendor records, requisition, purchase orders, vouchers, and payments.
 - Payments are created based on the scheduled due date of the voucher. Therefore, the vouchers submitted to AOS in a single pouch will not all be paid at the same time.
 - The accounting date on vouchers does not need to be future-dated.

1.3

New ChartFields and Codes

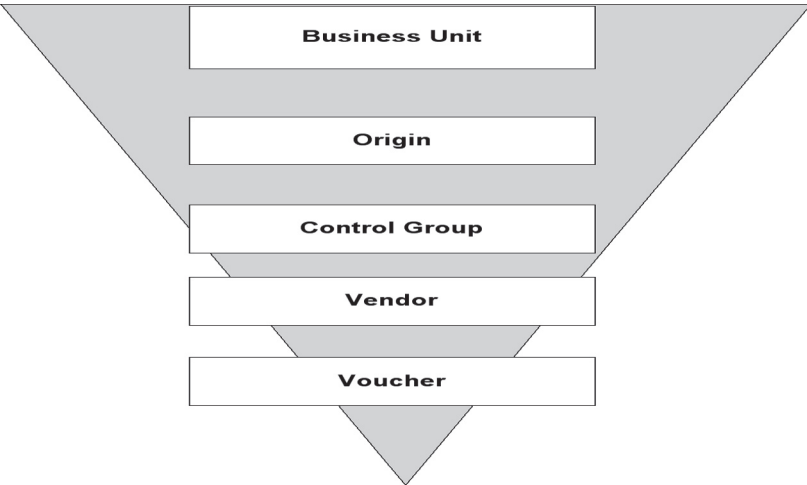
New ChartField Name	Replaces	Description
Fund (required field)	Fund/Center	Fund is the primary means within a Business Unit for tracking and relating specific sources and uses of revenues or budget authority.
Account (required field)	Object	The account number is used in the traditional manner for classifying specific transactions according to the nature of the receipt, expenditure, or effect on the financial position of the Fund or entity.
Program (required field)	(No change)	The Program ChartField is a classification of an activity according to the purpose or objective of the activity. One initiative, PROBE, supported the identification of these activities, and Program values have been established from the resulting report.
Department (required field)	(No change)	The Department represents an organizational function to which expenditures and other activities must be identified. Its values correspond directly to the Department values in the PeopleSoft Human Resources module.
Product		The Product ChartField is used to track costs of goods or services provided to other State agencies.
Locality	Class	The Locality ChartField identifies a geographic location or geographic area.
Incident		Incident is a transactional classification used to track costs associated with a particular event or activity, such as a hurricane or tornado, as determined by the Statewide Financial Policy Group.
Project		A Project is an accumulation of costs for a definite period of time. Includes all federal grants, capital projects, and construction.
Budget Reference (required field)	(No change)	The Budget Reference is used to identify the State fiscal year associated with the particular transaction.

APT01

1.4

Payables Control Hierarchy

Business Units sit on top of a control hierarchy that facilitates both voucher entry and payment processing. When you enter default values and select processing rules on the levels that govern this default hierarchy, the system initially validates the information for you—and validates it again during transaction processing to verify it is using the correct values assigned at the level you designate.



APD01

Term	Description
Business Unit	Each agency of the State of Indiana is a business unit. This designation allows all accounts payable transactions to be recorded and tracked separately by each agency.
Origin	The initials of the person who is entering the voucher.
Control Group	Used to group vouchers together for the purpose of controlling voucher input. Generally, used for assigning vouchers to data-entry personnel and for verifying input. Batch voucher input is a common use of a control group. The State does not use control groups for online voucher entry; however, the Voucher Build process does create vouchers in control groups
Vendor	The party who is being paid.
Voucher	Once an invoice is entered into the system it is considered a voucher.

APT02

1.5

Requisition-to-Check Process

At the State of Indiana, the requisition - to - check process is changing. Most purchases require a requisition, which is used to build a purchase order. When the goods or services are received, a receipt is entered into ENCOMPASS. When the invoice (voucher) is entered into ENCOMPASS, the receipt must be copied over to the voucher before payment will be made. Some exceptions to this rule are for invoices such as utility bills. For these vouchers, a received date is required on the voucher for the date the service was received.

When goods or services are requested, users (requisition entry role) create a requisition using the e-Procurement menu option in ENCOMPASS. The requisition is budget checked, which creates a pre-encumbrance on the General Ledger. This means the amount of the requisition will be subtracted from budget dollars available for spending. If the requisition passes budget check, it goes through an approval process before a purchase order is created.

Once the requisition is approved, the user (PO entry role) creates a purchase order from the requisition. The PO goes through the budget-checking process as well. When this occurs, the pre-encumbrance is closed and an encumbrance is created. The PO is then dispatched to the vendor for the purchase of the goods or services.

When the goods or services are received, the user goes into ENCOMPASS and records the receipt of the goods or services. The encumbrance remains in the system as the voucher has not yet been entered or posted.

The vendor sends an invoice to the agency for the goods or services, and the agency enters the invoice as a voucher in ENCOMPASS by copying the PO Receipt data. Vouchers must go through document tolerance checking to verify that the invoice and the PO meet the tolerances created by the State. These tolerances are the lesser of 10% or \$500. The voucher also goes through the budget-checking process, which relieves the encumbrance and records the actual expenditure to the General Ledger. In addition, vouchers go through the agency approval process to verify accuracy of input. Once the voucher has been approved at the agency level, the actual invoices (with the required documentation, SOIAP008 query cover, and the transmittal forms) are sent to AOS for final approval and payment processing. Before sending the original documentation to AOS, agencies should make copies for their records.

1.6

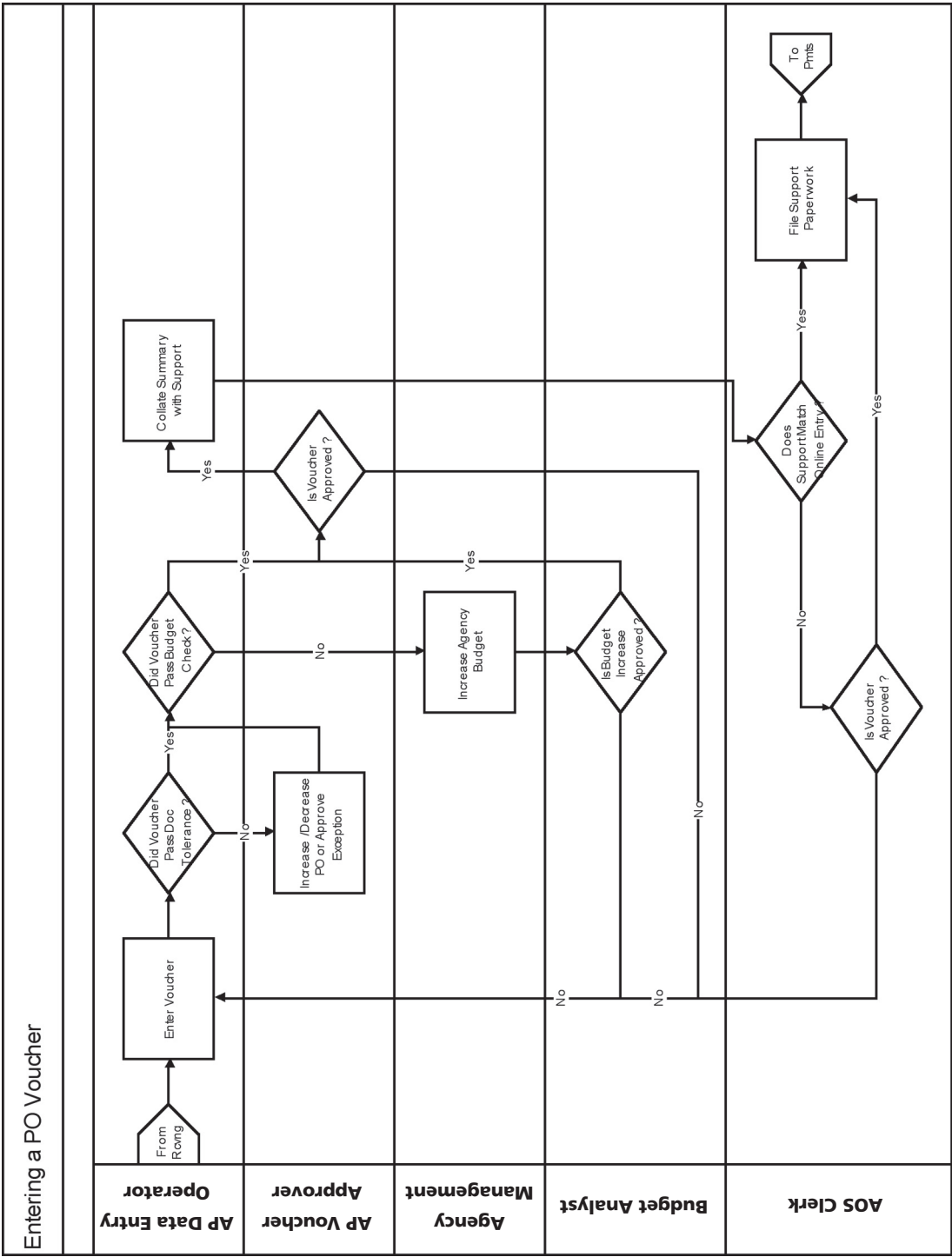
AOS approves or denies the vouchers sent to them. For all of the approved vouchers, payments are made—either by check or by ACH—and the process is complete. If AOS denies a voucher, the voucher is sent back to the processor for correction with an explanation of what needs to be changed. After changes are made, the voucher goes through the approval process again before AOS processes the payment.

Voucher Lifecycle

All agencies will enter vouchers as they have done in the past. A change occurring in January is that most vouchers will now be associated with a purchase order and receiving information, which is entered into ENCOMPASS. However, some vouchers such as phone bills will not have a purchase order associated with them, so the process for those vouchers is different. On the next couple of pages are two flow charts that illustrate the process for PO and non-PO vouchers.

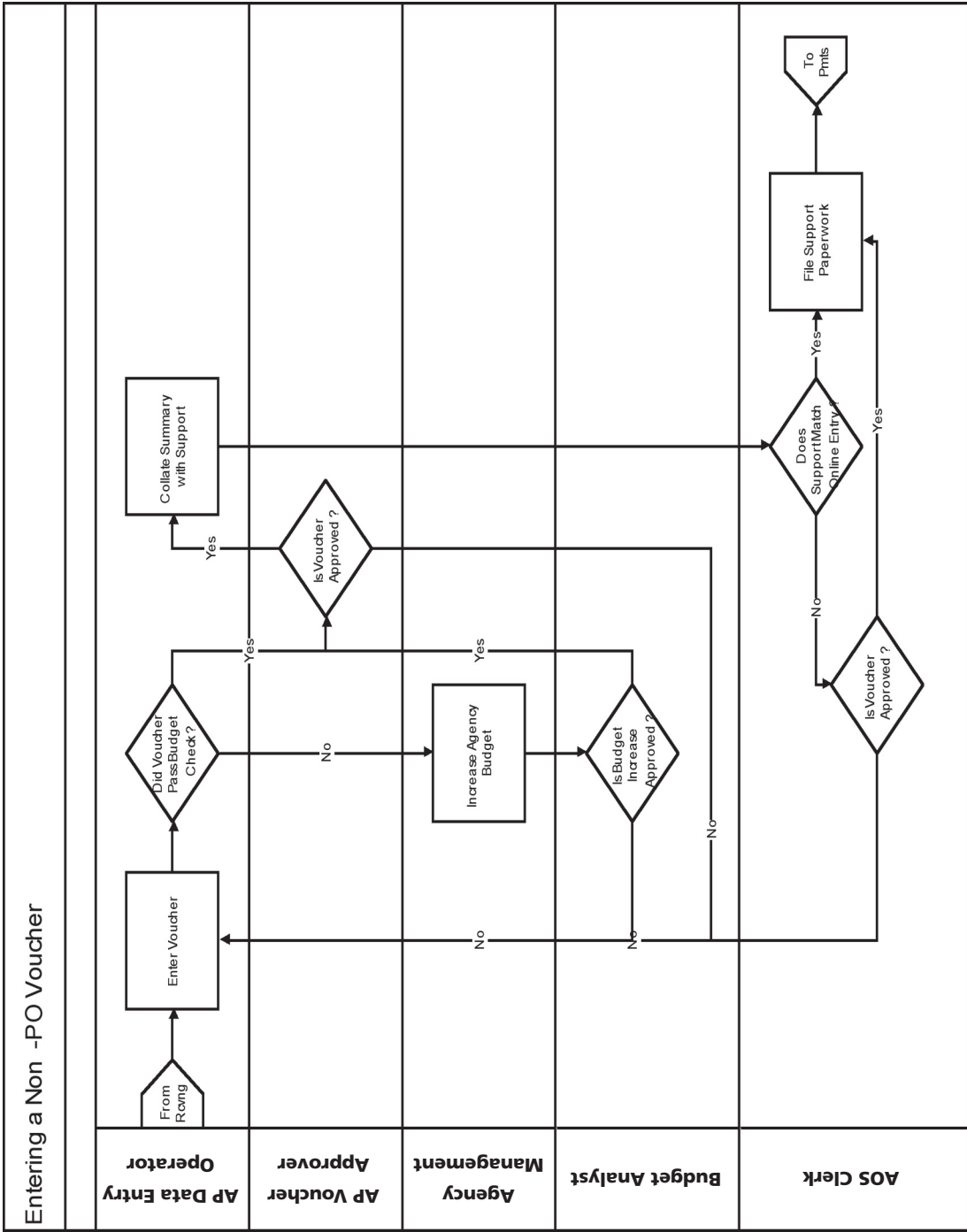
One major difference in voucher processing is that all purchase orders are now encumbered. What this means is that when a voucher is entered into ENCOMPASS, a batch process will run to budget check the amount on the voucher against the budget amount in the fund to ensure there is enough money in the fund to pay for the purchase. This is a change in ENCOMPASS as not all purchase orders were encumbered before.

1.7



APD02

1.8



APD03

1.9

Running the SOIAP008 Query

After entering vouchers users should run the SOIAP008 query, which lists the majority of the important fields entered on vouchers. Users should then audit the invoices against the query to verify that all vouchers have been entered accurately and to check for budget checking errors, posting status, and other common errors. This query will also be used as backup information on invoices sent over to AOS for processing.

Batch Processing

There are three processes that run throughout the day every two hours automatically between the hours of 7 am and 5 pm. Users generally should never run these processes themselves.

Process	Description
Document Tolerance	This process verifies that the invoice is within tolerances set for the corresponding purchase order. The tolerances are the lesser of 10% or \$500. If an invoice is entered outside of these tolerances, the voucher will have an Invalid status and will require a change order to be entered.
Budget Checking	The Budget Checking process ensures that the invoice entered does not exceed the total budget amount.
Voucher Posting	This process posts the accounting entries on the voucher so they can be loaded into the General Ledger the next time the Journal Generator process is run for the GL (usually every night).

APT03

1.10

Voucher Approval and Payment Processing

After vouchers have been entered into ENCOMPASS, they must be approved by the different approvers within the agency. Each agency has the option to decide how many levels of approvers it will have, as long as the agency meets the minimum levels of approval as set forth by the State Board of Accounts. After agency approval, the collator will run the transmittal forms for each invoice and will attach all of the invoices ready for payment, along with any supporting documentation and the SOIAP008 query cover sheet. This packet will be sent to AOS for approval and payment.

Before AOS runs the pay cycle, they will audit the transmittal form to the actual invoices. The final approval comes from AOS before payment processing begins. If they deny a voucher, that voucher will be sent back to the processor for fixing.

SDO Voucher Lifecycle

SDO vouchers are entered as they have been in the past. Agencies that manually write SDO checks enter vouchers into ENCOMPASS and record the check number on the voucher Payments page. Agencies that print SDO checks from ENCOMPASS enter vouchers and run a Pay Cycle to create payments by printing them on check stock. Vouchers will still need to be approved.

To receive reimbursement from AOS for SDO payments, you create an SDO reimbursement voucher and print an SDO Transmittal Form to submit to AOS. See Chapter 6: Processing SDO Payments for instructions on performing these tasks.

1.11

Forms

Forms currently on the AOS website will have new financial information. You must use the system and the ENCOMPASS forms, such as the Report of Collections and Transmittals.

Reports

The reports agencies use to balance every day are the same reports you have in Alchemy, for example:

- Agency Revenue Activity
- Report of Payments Issued by Type
- Fixed Assets Report
- Federal Reporting Reports

Chapter 2 Entering Vouchers

2.1

Chapter Overview

This chapter provides an overview of entering vouchers in ENCOMPASS.

Chapter Objectives

By the end of this chapter, you will be able to:

- Find an appropriate vendor in ENCOMPASS
- Enter a voucher for non-PO items and services
- Enter a multiple line-item voucher
- Split the accounting distribution for a line item
- Create a voucher from a PO receipt
- Run the SOIAP008 query for verification of input
- Enter an adjustment voucher (credit voucher)
- Enter a journal voucher
- Run the voucher build process to load a large number of vouchers into the system (process available to limited number of users)

2.2

Voucher Overview

All payments made by the State of Indiana must be entered into ENCOMPASS. You enter a voucher into ENCOMPASS for the following types of invoices or payments:

- Claim vouchers for non-PO items or services
- Purchase order items or services
- Travel and expense reimbursements (unless your agency uses the Travel and Expenses module)
- SDO payments

2.3

Vendor Lookup

As the first step in entering a voucher, it is required for all users to verify the vendor is active in the ENCOMPASS system and to verify the Remit to address is correct for remitting payment.

Navigation

Vendors >> Vendor Information >> Add/Update >> Vendor

Enter the Vendor ID or other applicable information to find the vendor you need.

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value

SetID:

=

STIND

Vendor ID:

begins with

Short Vendor Name:

begins with

Our Customer Number:

begins with

Name 1:

begins with

AOS Vendor ID:

begins with


☐ Include History

☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

APSC02 Find an Existing Value tab

Step	Action
1	Enter all applicable search criteria.
2	Click  .

APT04

2.4

Procedure | Verify the Address

Once you navigate to this page, verify the information presented on the page. Also, verify that the remit to address is correct in the system.

Summary

Contacts

Profile

SetID:STIND

Vendor ID:0000013851

Vendor Short Name:OFFICEDEPOOFFICEDEPO-001

Vendor Name:OFFICE DEPOT

Order:OFFICEDEPO-0017702 WOODLAND DRINDIANAPOLIS, IN 46278

Remit To:OFFICEDEPO-001PO BOX 633301CINCINNATI, OH 45263-3301

Status:Approved

Persistence:Regular

Classification:Supplier

HCM Class:

Open for Ordering:Yes

Withholding:Yes

VAT:No

Last Modified By:CSCHNEIDER

Last modified date:10/29/2007 4:55PM

Created By:

Created Date/time:

Last Activity Date:10/29/2007

ARSC03

▼ Active Addresses			
	Addr	Description	Address Line 1
1	1	*****3954-	1330 SADLIER CIRCLE EAST
2	3	*****3954-	PO BOX 9020
3	4	*****3954-03	8200 E 32ND STREET NORTH
4	5	*****3954-	7702 WOODLAND DR
5	6	*****3954-	PO BOX 633301
6	7	*****3954-05	OFFICE DEPOT CARD PLAN
7	8	*****3954-	PO BOX 633211
8	9	*****3954-	OFFICE DEPOT #64
9	10	*****3954-01	DEPT 56-4205353708
10	11	No Auditor of State Payment	DEPT 601116003558019
11	12	No Auditor of State Payment	100 N GATES DR
12	13	*****3954-06	4604 FREDERICA STREET
13	14	*****3954-07	DEPT 601116003534929
14	15	*****3954-08	DEPT 601116003534929
15	16	*****3954-09	PO BOX 63301
16	17	*****3954-14	3708 COMMERCIAL DR

ARSC04

Summary page

2.5

Entering a Voucher for Non-PO Items or Services

You have received a non-PO (claim voucher) invoice, and you need to create a voucher in the system to pay the invoice.

Before you even begin to enter a voucher, you must first verify that the correct vendor information has been entered into ENCOMPASS. You must verify the name of the vendor and the correct remit to address before processing a voucher. If a change needs to be made, notify AOS. If the vendor does not exist in ENCOMPASS, Direct Deposit information is required along with a completed W-9 form signed by the vendor. Use the State’s version of a W-9; it can be found on the AOS website. Send these forms to AOS, which is responsible for entering and maintaining vendor information.

A new feature has been created for non-PO vouchers. You must now enter a received date for the invoice in the *Received Date* field on the Invoice Information page. If the invoice is for a utility bill, for example, enter the last date of the month or the billing cycle. The *Received Date* is a required field. An error message will display if this field is not populated.

To enter a voucher for non PO items or services:

- A. Add vendor, invoice number, date, and amount.
- B. Add item information, accounting distribution information, and receipt date.
- C. Verify payment information.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

2.6

Procedure | Add Vendor, Invoice Number, Date, and Amount

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system assigns a voucher ID number. If you need to look up an existing voucher, use the Find an Existing Value tab.

Make sure you click on the Vendor ID field to verify the existence of the vendor before proceeding.

NOTE

Freight is no longer entered as a separate line item within the voucher you are creating. You must enter freight in the **Freight Amount** field on the **Add a New Value** page before starting to enter the voucher information. The Freight field on the Invoice Information page is currently not active.

Menu

▶ eProcurement

▶ Services Procurement

▶ Sourcing

▶ Grants

▶ Project Costing

▶ Proposal Management

▶ Travel and Expenses

▶ Billing

▶ Accounts Receivable

▶ Accounts Payable

▶ Vouchers

▶ Add/Update

▶ Regular Entry

▶ Quick Invoice Entry

▶ Complete Register

▶ Voucher

▶ Close Voucher

▶ Delete Voucher

▶ Update Open Item

▶ UnPost Voucher

▶ Maintain

▶ Approve

▶ Control Groups

▶ Payments

▶ Batch Processes

▶ Review Accounts Payable Info

▶ Reports

▶ Auditor of State Portal

▶ Accounts Payable Center

▶ Asset Management

▶ Banking

▶ VAT and Intrastat

▶ Commitment Control

Voucher

Find an Existing Value

Add a New Value

Business Unit:

00050

Voucher ID:

NEXT

Voucher Style:

Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

0

Invoice Number:

Invoice Date:

Gross Invoice Amount:

0.000

Freight Amount:

0.000

Misc Charge Amount:

0.000

Estimated No. of Invoice Lines:

1

Add

Find an Existing Value

Add a New Value

APSC05 Add a New Value Tab

2.7

Step	Action
1	Accept the default Voucher Style Regular Voucher .
2	Enter the Vendor ID .
3	Enter the Invoice Number .
4	Enter the Invoice Date .
5	Enter the Gross Invoice Amount .
6	Enter the Freight Amount .
7	Click Add .

APT05

Guided Activity

Step	Action
1	Business Unit: <defaults>
2	Voucher ID: NEXT
3	Voucher Style: Regular Voucher
4	Short Vendor Name/Vendor ID: <search for Staples>
5	Invoice Number: 783xx
6	Invoice Date: <today's date>
7	Gross Invoice Amount: 50.00
8	Freight Amount: 5.00
9	Total Voucher Lines: 1

2.8

Procedure | Add Item Information, Accounting Distribution Information, and Received Date

Use the Invoice Information page to enter or view invoice information, including vendor information, non-merchandise charges such as freight, and invoice line and distribution information.

Use the Invoice Lines group box to enter information for each line item on the invoice: the merchandise amount, the unit price, quantity, and description. You may enter as many lines as you need. The system automatically calculates the line and distribution amounts based on the gross amount less freight and miscellaneous invoice charges.

The withholding code is now driven by the type of vendor and Account (object) code. You do not need to enter it. You can click the Withholding link to view or verify withholding information.

All vouchers must have a receipt date. For non-PO vouchers, enter the date of service or the last day of the month (for a utility bill, for example).

The chartfields required in the Distribution lines are Fund, Account, Department, Program Code, and Budget Reference. Additional fields such as Project may be required for your agency.

2.9

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050Invoice Number:78767ja

Voucher ID:00000769Invoice Date:11/26/2007

Voucher Style:RegularAction:

Run

Copy from a Source Document

PO Unit:

Purchase Order:

Copy PO

Worksheet Copy Option:None

Vendor:0000022724

Name:STAPLES-001

Location:000001

'Address':1

Advanced Vendor Search

'Pay Terms':35 Arrears

Accounting Date:11/26/2007

'Currency':USD

Total:50.000

Difference:0.000

Packing Slip:

Comments

Non Merchandise Summary

Withholding

STAPLES
5206 W 38TH ST
INDIANAPOLIS, IN 46254

Calculate

Invoice Lines

LineReceived Date'Distribute by'ItemDescriptionQuantityUOMUnit PriceExtended Amount

111/20/2007AmountFAPER45.000

Ship ToSpeedChart

050A061

Use One Asset ID

Calculate

Distribution Lines

GL ChartExchange RateStatisticsAssets

AmountQuantity'GL Unit'FundAccountProgramDeptBud RefPC Bus UnitProject

145.0000005010200546005100000070012008

Balancing

Invoice Lines45.000

Misc Charge Amount

Freight Amount5.000

APSC06

Invoice Information page

Step	Action
1	In the Received Date field, enter the date the invoice was received.
2	Click the Comments link to add comments.
3	Click the Withholding link to view or verify withholding.
4	Enter the item information and accounting distribution information.
5	To add another line item, click the Add icon in the Invoice Lines section.
6	To add another accounting distribution for a single line item, click the Add icon in the Distribution Lines section.
7	Click Save .

APT06

Guided Activity

Step	Action
1	Pay Terms: <defaults to 35 Arrears>
2	Accounting Date: <today's date>
3	Received Date: 11/30/2007
4	Description: PAPER
5	Fund: 10200
6	Account: 546005
7	Program: 10000
8	Dept: 007001
9	Bud Ref: 2008

Procedure | Verify Payment Information

On the Payments page, you can record a manual payment (for SDO manual payments only, which are discussed in Chapter 6 of this manual) and put a payment on hold. If you need to change the scheduled due date, contact AOS as users cannot make changes to the scheduled due date. When the voucher is saved, the system calculates the due date based on the payment terms. After ENCOMPASS goes live, messages entered in the Message field in the Payment Method section WILL print on the check or remittance advice.

After payment is made, the Payment Inquiry link becomes available. The other links are not used.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050

Voucher ID:00000769

Voucher StyleRegular

Invoice Number:78787ja

Invoice Date:11/26/2007

Action:

Run

Vendor:STAPLES

5206 W 38TH ST

INDIANAPOLIS, IN 46254

Total:50.000

*Pay Terms:35 ArrearsSchedule Payments

Payment InformationFind | View AllFirst1 of 1Last

Scheduled Payment:1

*Remit to:0000022724

Location:000001

*Address:4

STAPLES

DEPT 0001738053

PO BOX 6721

THE LAKES, NV 88901

Gross Amount:50.000USD

Discount:0.000USD

Scheduled Due:12/31/2007

Net Due:12/31/2007

Discount Due:

Accounting Date:

Discount Denied

Late Charge

Payment Method

*Bank:AOS

*Account:AOS

*Method:CHKCheck

Message:

Pay Group:

*Handling:AS

*Netting:N

Message will appear on remittance advice.

APSC07

Schedule Payment

*Action:Schedule

Payment Date:

Pay:

Reference:

Payment Options

Hold Payment

Hold Reason:

Letter of Credit:

Separate Payment

Payment Inquiry

Holiday/Currency Options

Express Payment

Vendor Bank Account

Payment Note

Note: Payment Note is for internal use only and will not appear on remittance advice.

APSC08

Payments page

2.12

Step	Action
1	Verify the Remit To address.
2	Verify the correct Bank, Account, and Method, which default: For claim vouchers, verify the following fields: <ul style="list-style-type: none">• Bank = AOS• Account = AOS• Method = ACH Note: For SDOs , choose your agency bank and account information.
3	Verify the Handling Code and change if necessary. <ul style="list-style-type: none">• AS = AOS will send the remittances (or checks); AS is the default (i.e., AOS will send out most remittances and payments to vendors)• GP = Generic payments; use if an agency wants to send out the remittance (or payment) itself• TR = Travel vouchers• SD = SDO payments
4	Select the Hold Payment checkbox to prevent a voucher from being paid. You must select a Hold Reason . Also, you must enter a detailed explanation in the Payment Notes box. If the reason for the hold is a dispute with the vendor, you must contact AOS to recalculate the interest charges.
5	Click Save .

APT07

2.13

OPTIONAL: View Summary and Error Summary pages

The Summary page and the Error Summary page become available after the voucher is saved. The Summary page provides high-level information about the voucher (vendor, invoice date and number, amount). This is also the page that provides the status of the various processes the voucher goes through.

Summary		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:		00050		Invoice Date:		11/26/2007			
Voucher ID:		00000769		Invoice No:		78787ja			
Voucher Style:		Regular		Invoice Total:		50.000		USD	
Contract ID:				Pay Terms:		35 Arrears			
Vendor Name:		STAPLES		Voucher Source:		Online			
		5206 W 38TH ST							
		INDIANAPOLIS, IN 46254							
Entry Status:		Postable		Origin:		PYM			
Match Status:		No Match		Created:		11/26/2007			
Approval Status:		Approved		Created By:		JHODGES			
Post Status:		Unposted		Modified:		11/26/2007			
				Modified By:		JHODGES			
Document Tolerance Status:		Valid		ERS Type:		Not Applicable			
Budget Status:		Not Chk'd		Close Status:		Open			
Budget Misc Status:		Valid							
*View Related		Payment Inquiry							

APSC09 Summary page

Possible Voucher Statuses

Approval Status

- A – Approved
- D – Denied
- P – Pending

Post Status

- N – Payment Not Applied
- P – Posted
- U – Unposted

Budget Checking Status

- E – Error in Budget Check
- N – Not Budget Checked
- V – Valid Budget Check

Doc Tolerance Status

- E – Error
- N – Not Checked
- R – Reset
- V – Valid

The Error Summary page shows users any errors that occurred upon data entry for the voucher. For example, if a voucher is entered with the same vendor/invoice number combination, an error will occur as duplicate invoice numbers are not allowed at the State of Indiana.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050

Invoice Number:78787ja

Voucher ID:00000769

Invoice Date:11/26/2007

Style:Regular

Total:50.000USD

This Voucher does not have any errors.

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

APSC10

Error Summary page

Entering a Voucher from a PO Receipt

You have received an invoice for items ordered with a purchase order and you need to create a voucher in the system to pay the invoice. You MUST copy the PO information from the PO receipt into the voucher. You cannot enter a voucher for a PO if a receipt has not been entered for the goods or services. If a receipt has not been entered for the PO, contact the person responsible for entering receipts in your agency.

The State has 35 days to pay an invoice, after which the State pays interest. The 35 days is calculated from the later of the received date or the invoice date. These dates must be recorded accurately so that the system can calculate interest correctly.

NOTE

Enter only ONE invoice for each voucher. DO NOT combine more than one invoice per voucher.

To enter a voucher from a PO receipt:

- A. Add invoice number and date.
- B. Search for PO receipt, select lines, and copy selected lines into voucher.
- C. Verify that the copied information matches the invoice.
- D. Verify payment information.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

2.16

Procedure | Add Invoice Number and Date

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system will assign a voucher ID number.

If you need to look up an existing voucher, use the Find an Existing Value tab.

Menu

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Voucher

Find an Existing Value

Add a New Value

Business Unit:

00050

Voucher ID:

NEXT

Voucher Style:

Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

0

Invoice Number:

Invoice Date:

Gross Invoice Amount:

0.000

Freight Amount:

0.000

Misc Charge Amount:

0.000

Estimated No. of Invoice Lines:

1

Add

APSC11

Add a New Value tab

Step	Action
1	Accept the default Voucher Style Regular Voucher .
2	Enter the Invoice Number .
3	Enter the Invoice Date .
4	Click Add .

APT08

2.17

Procedure | Search for PO Receipt, Select Lines, and Copy Selected Lines into Voucher

Use the Worksheet Copy Option to find the receiver to copy into the voucher. After you bring in the information from the receiver, you can make adjustments as necessary, such as freight or invoice amount. If the quantity is different, notify the receiver to verify accuracy of the receiving information. Do not change quantities brought in from a receiver.

Invoice Information

Payments

Voucher Attributes

Business Unit: 00050

Invoice Number: 8474646

Voucher ID: NEXT

Invoice Date: 11/14/2007

Voucher Style: Regular

Action: Run

Copy from a Source Document

PO Unit:

Purchase Order:

Copy PO

Worksheet Copy Option: None

Vendor:

Name:

Location:

*Address:

*Pay Terms: Upon Rec

Control Group:

Accounting Date: 11/17/2007

*Currency: USD

Total: 550.000

Calculate

Comments

Non Merchandise Summary

Packing Slip:

Invoice Lines

Line

Received Date

*Distribute by

Item

Description

Quantity

UOM

Unit Price

Extended Amount

1

Amount

550.000

Ship To

Speed/Chart

APSC12

Invoice Information page

Step	Action
1	In the Worksheet Copy Option field, select PO Receipt .

APT09

2.18

Use the Worksheet Copy Option to find the receiver to copy into the voucher. Use the Copy Worksheet page to look up the receiver for the PO for which you are entering the voucher.

Copy Worksheet

Unit: 00050 Voucher: NEXT

Back to Invoice

Receiver Lookup Criteria

PO Business Unit: PO Number: PO Dt Opt: No Date PO Date:

Receipt Unit: Receipt Number From: Receipt Number To: Receiver Line From: Line: *Receipt Date Option: No Date Receipt Date: Ship To: Packing Slip: Pro Number: Bill of Lading: Carrier ID:

Additional Search Criteria

Max Rows to Return

Search Copy Selected Lines Reset

Select All Clear All

APSC13

Max Rows to Return Search Copy Selected Lines Reset Select All Clear All

Select Receiver Lines Find View All First

PO Unit: 00050 PO No.: 0008515286 PO Date: 09/04/2007

BU Recv: 00050 Receipt No: 0000000135 Recv Date: 11/18/2007

Ship To: 050AOS1 Carrier ID: Packing Slip:

Pro Number: Bill of Lading:

Vendor ID: 0000217617 OFFICEMAX INCORPORATED

Customize Find View All

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM	Purchase Order Price	PO No.	Line	Sched Num	Recv Line Status	Amount Only	Vendor Item ID
<input checked="" type="checkbox"/>	1	1		OFFICEMAX OM MAIL 1X2-5/8 750	6.0000	PK	3.42000	20.520	USD	6.0000	PK	3.42000	0008515286	1	1	Received		A5OM99061

Select All Clear All

Copy Worksheet page

APSC14

Step	Action
2	Enter the Receipt Unit .
3	Enter the receipt number in the Receipt Number From field.
4	Click the Search button.
5	Select the receiver lines that you want to copy to the voucher.
6	Click the Copy Selected Lines button.

APT10

2.19

Procedure | Verify the Copied Information Matches the Invoice

It is important to verify that the information copied from the receipt matches the information on the invoice. The dollar amount for a line item can vary, as long as the difference does not exceed the lesser of 10% or \$500 (which is the document tolerance limit established in the system).

If the invoice amount exceeds the document tolerance, follow your agency’s chain of command for handling budget issues. You may also need to contact the buyer who created the PO. A change order may need to be created for the PO.

If you notice that the accounting information is incorrect, DO NOT CHANGE it on the voucher, because doing so will affect the budget checking status and thus require another round of approvals. Enter a journal voucher to correct the accounting distribution.

On this page is an icon to Finalize the PO (). When a voucher is created and the entire PO is received and complete, click the icon to Finalize the PO.

Invoice Information Payments Voucher Attributes

Business Unit: 00050 Invoice Number: 1234566

Voucher ID: NEXT Invoice Date: 11/20/2007

Voucher Style: Regular

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000217617 *Pay Terms: 35 Arrears

Name: OFFICEMAX-001 Control Group: Comments

Location: 000003 Accounting Date: 11/18/2007

*Address: 3 Advanced Vendor Search *Currency: USD Non Merchandise Summary

OFFICEMAX INCORPORATED Total: 20.520 Calculate Withholding

3233 N POST ROAD Packing Slip:

INDIANAPOLIS, IN 46226

Invoice Lines

Line	Received Date	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	11/18/2007	Quantity		OFFICEMAX OM MAIL 1X2-5/8 750	6.0000	PK	3.42000	20.520

Invoice Information page

APSC15

Step	Action
1	Verify that the information copied from the receiver (vendor, amount, line items) matches the information on the invoice.
2	Verify the date is correct in the Accounting Date field.
3	The Description field will default from the PO.
4	Click the Withholding link to view or verify withholding. (Optional step)
5	Click Save .

APT11

Procedure | Verify Payment Information

On the Payments page, you can put a payment on hold if you need to delay it for some reason. When the voucher is saved, the system calculates the due date based on the payment terms. If you need to change the scheduled due date, contact AOS as users cannot make changes to the scheduled due date.

2.20

Invoice Information

Payments

Voucher Attributes

Business Unit: 00050

Invoice Number: 1234566

Voucher ID: NEXT

Invoice Date: 11/20/2007

Voucher Style: Regular

Total: 20.520

Vendor: OFFICEMAX INCORPORATED

*Pay Terms: 35 Arrears

3233 N POST ROAD

INDIANAPOLIS, IN 46226

Schedule Payments

Payment Information

Find | View All

First 1 of 1 Last

Scheduled Payment: 1

*Remit to: 0000217617

Gross Amount: 0.000 USD

Location: 000003

Discount: 0.000 USD

*Address: 2

OFFICEMAX INCORPORATED

Scheduled Due:

Late Charge

Discount Denied

APSC16

Payment Method

*Bank: AOS

Pay Group:

*Account: AOS

*Handling: AS

*Method: CHK

*Netting: N

Message:

Message will appear on remittance advice.

Schedule Payment

*Action: Schedule

Payment Date:

Pay:

Reference:

Payment Options

Hold Payment

Separate Payment

Hold Reason:

Letter of Credit:

Payment Inquiry

Holiday/Currency Options

Express Payment

Vendor Bank Account

Payment Note

Note: Payment Note is for internal use only and will not appear on remittance advice.

APSC17

Payments page

Step	Action
1	Verify the Remit To address
2	The Bank, Account, and Method should default. <ul style="list-style-type: none">Bank = AOSAccount = AOSMethod = ACH
3	Enter the appropriate Handling Code .
4	Click Save .

APT12

2.21

Run the SOIAP008 query to check voucher data entry

After all of the vouchers have been entered, this query should be run to view all of the entered vouchers to verify data accuracy. This query as seen on the next page shows all of the fields entered on the voucher. Data processors must verify their data input. If there are any problems with input, the data processor can reopen the voucher and change it.

Check each column to verify the data input on each of the vouchers.

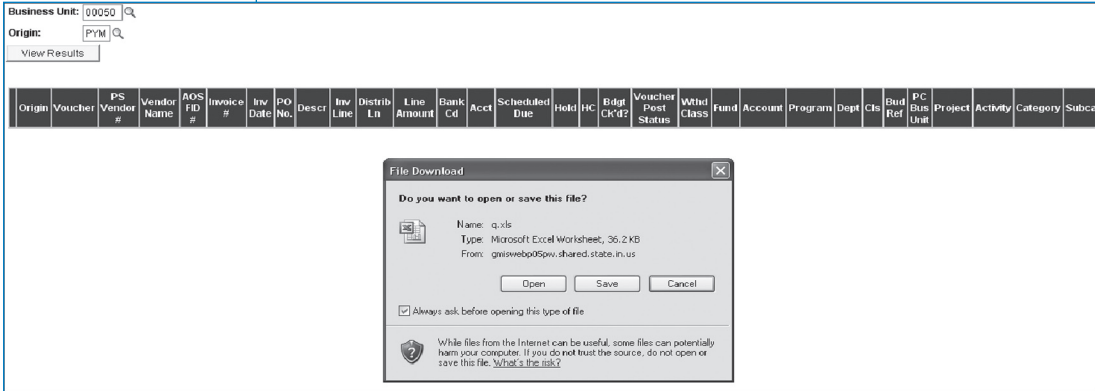
2.22

2.23

Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers

A new browser window opens. After you enter the business unit and origin and click View Results, a box displays asking if you want to open or save the Excel spreadsheet. Click Open to run the query.



Verify Vouchers Prior to Pymnt								
A1	A	B	C	D	E	F	G	H
1	Verify V	446						
2	Origin	Voucher	PS Vendor #	Vendor Name	AOS FID #	Invoice #	Inv Date	PO No.
3	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	851050029-	ZHTestBP_AM17	9/25/2007	
4	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	851050029-	ZHTestBP_AM17	9/25/2007	
5	PYM	00000360	0000000005	1ST QUALITY PRINTING CENTER	No Auditor of State Payment	CS1234	10/2/2007	0008500022
6	PYM	00000389	0000000466	UNISOURCE	135369500-08	MA1234	10/4/2007	0005516262
7	ADM	00000421	0000000012	3M COMPANY	No Auditor of State Payment	5000787100001	7/10/2007	
8	ADM	00000421	0000000012	3M COMPANY	No Auditor of State Payment	5000787100001	7/10/2007	
9	ADM	00000422	0000000012	3M COMPANY	No Auditor of State Payment	USD 50007871000jd	7/10/2007	
10	ADM	00000422	0000000012	3M COMPANY	No Auditor of State Payment	USD 50007871000jd	7/10/2007	
11	ADM	00000423	0000000012	3M COMPANY	No Auditor of State Payment	5000787111111	4/30/2007	

APSC19

APSC18

Query SOIAP008 (Verify Pending Vouchers)

Step	Action
1	Enter the Business Unit .
2	Enter the Origin . (Enter a % wildcard to see all vouchers for a business unit.)
3	Click the View Results button.
4	Click the Open button.

APT13

2.24

Entering Credit Vouchers

To capture a vendor credit, use the Adjustments voucher style. You no longer enter a credit line item on a regular voucher.

To enter a credit voucher:

- A. Select the Voucher Style *Adjustments* in the Voucher component.
- B. Link the adjustment voucher to the voucher being corrected.
- C. Add credit distribution lines to redistribute the amount that was charged incorrectly.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

Add a New Value Tab

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system assigns a voucher ID number. To look up an existing voucher, use the Find an Existing Value tab.

Voucher

Find an Existing Value

Add a New Value

Business Unit:

00050

Voucher ID:

NEXT

Voucher Style:

Adjustments

Short Vendor Name:

3MCOMPANY-001

Vendor ID:

0000000012

Vendor Location:

000003

Address Sequence Number:

1

Invoice Number:

CM64758

Invoice Date:

110107

Add

Find an Existing Value

Add a New Value

APSC20

2.25

Step	Action
1	Change the default Voucher Style to Adjustment Voucher .
2	Enter the Vendor ID .
3	Enter the Invoice Number .
4	Enter the Invoice Date
5	Click Add .

APST14

Use the Invoice Information page to enter the applicable credit/debit memo amount along with all of the appropriate Chartfield information. If entering a credit memo, remember to enter the amount with a negative dollar value (e.g., -10.00).

Summary

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: 00050

Voucher ID: 00000756

Voucher Style: Adjustment

Vendor: 0000000012

Name: 3MCOMPANY-001

Location: 000003

*Address: 1

3M COMPANY
3M CENTER BUILDING 225 5S 08
BOX 33225
ST PAUL, MN 55144-1000

Invoice Number: CM64758

Invoice Date: 11/01/2007

Action: Run

*Pay Terms: Upon Rec

Control Group:

Accounting Date: 11/07/2007

*Currency: USD

Total: -10.000

Difference: 0.000

Packing Slip:

Voucher ID: 00000887

Copy to Voucher

Copy From Worksheet

Invoice Lines

Line	Received Date	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	11/01/2007	Amount		Credit Memo				-10.000

Ship To: 050AOS1

SpeedChart

Related Voucher

Use One Asset ID

Calculate

APSC22

Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

Customize

Find

View All

Print

Amount	Quantity	*GL Unit	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity
-10.000		00050	10020	592800	10000	007000	2008			

Balancing

Invoice Lines: -10.000

Misc Charge Amount

Freight Amount

(minus) Total: -10.000

(equals) Difference Amount: 0.000

Non Merchandise Summary

APSC22

Invoice Information page

Step	Action
1	Enter the amount of the credit/demo in the Total field on the header section. Note: Remember to use a negative number for a credit memo.
2	Enter the original voucher id in the Voucher ID field.
3	In the Received Date field, enter the date the credit/debit memo was received.
4	Enter an applicable description in the Description field.
5	Enter the amount in the Extended Amount field.
6	Enter the amount in the Amount field in the Distribution line section.
7	Enter the applicable chartfield string in the Distribution line section.
8	Click Save .

APST15

Entering a Journal Voucher

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid, and whose payments have also been posted. Journal vouchers are zero-amount vouchers. You enter a credit line and a debit line for the amount of the voucher (or line item) you are correcting. You cannot copy any source documents to create journal vouchers. Do not change any of the original voucher amounts on a journal voucher. You are using the journal voucher ONLY to change accounting information that was entered incorrectly.

Journal vouchers are entered for payments originating from the Accounts Payable module. If a payment did not go through the AP system, such as a high-volume payment, the accounting information should be corrected with a general ledger journal entry.

To enter a journal voucher:

- A. Select the Voucher Style *Journal Voucher* in the Voucher component.
- B. Link the journal voucher to the voucher being corrected.
- C. Add credit and debit distribution lines to redistribute the amount that was charged incorrectly.
- D. On the Payments page, record the “payment” for the voucher.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

Procedure | Select Journal Voucher and Enter Invoice Number and Date

Use the Add a New Value tab to enter a new voucher. Note that the Voucher ID field says NEXT. After you enter the voucher information and save, the system will assign a voucher ID number.

If you need to look up an existing voucher, use the Find an Existing Value tab.

Voucher

Find an Existing Value

Add a New Value

Business Unit:

00050

Voucher ID:

NEXT

Voucher Style:

Journal Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

0

Invoice Number:

Invoice Date:

Add

Find an Existing Value

Add a New Value

APSC23

Step	Action
1	Select Journal Voucher in the Voucher Style field.
2	In the Invoice Number field, enter JV plus the original invoice number.
3	In the Invoice Date field, enter the original invoice date.
4	Click Add .

APT16

Procedure | Link JV to Original Voucher and Accounting Information

Use the Invoice Information page to enter distribution information.

Invoice Lines

Line

Received Date

*Distribute by

Item

Description

Quantity

UOM

Unit Price

Extended Amount

1

Amount

0.000

Ship To

SpeedChart

Use One Asset ID

Calculate

Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

JEFF

Amount

Quantity

GL Unit

Fund

Account

Program

Dept

Bud Ref

PC Bus Unit

Project

Activity

1

-451.660

00050

10200

520300

10000

007001

2008

2

451.660

00050

10020

520300

10000

007001

2008

APSC24

Invoice Information page

Step	Action
1	Enter the original voucher number in the Related Voucher field.
2	In the Description field, enter a useful description, such as JV TO CORRECT ACCT .
3	Leave 0 in the Extended Amount field.
4	Enter the incorrect accounting information in the Distribution Lines section and enter original amount as a credit.
5	Add another distribution line and enter the correct accounting information and the original amount as a debit.
6	Save .

APT17

Running the Voucher Build Process

The voucher build process is a method to load a large number of vouchers into the system. It is used to create only a few types of payments: ESDO payments, distributions, HIPPA payments, and HACH payroll. It is also used by some agencies to upload information from other systems into ENCOMPASS. Users create a flat file with voucher information that is then loaded into ENCOMPASS. Agencies must work with their IT personnel to create a process for getting the data into the correct format for loading into ENCOMPASS.

When the voucher build process is performed, the vouchers are created within a control group. The process will create and load vouchers even if they have budget, edit, or document tolerance errors. After building and loading the vouchers, users need to search for and correct vouchers in Recycle status, just as they do for regular vouchers that have errors. See Chapter 4: Troubleshooting and Correcting Vouchers for information on correcting errors.

When submitting these vouchers to AOS for payment, you create a Transmittal Report, similar to the one that you create to submit regular vouchers for payment.

Navigation to Voucher Build Process

Navigation

Accounts Payable >> Batch Processes >> Interfaces >> AUD Claim Voucher Build

Navigation to Control Group Approval

Navigation

Accounts Payable >> Control Groups >> Approve Control Group

Steps to Run the Voucher Build Process:

Step	Action
1	Create the flat file with the voucher information and save the file to a designated folder.
2	Run the AUDClaim – Voucher Import/Build process in PeopleSoft.
3	Check for vouchers in Recycle status and correct any errors.
4	Approve the control group for the uploaded vouchers, thus sending the control group through the approval workflow.
5	After the control group has been approved by the highest agency level, create the Transmittal Report and send it to AOS with the associated invoices for payment.
6	AOS approves the control group of vouchers.
7	AOS runs the Pay Cycle process to create the payments.
8	AOS distributes payments according to the handling codes on the vouchers.

APT18

Chapter 3

Approving and Submitting Vouchers for Payment

Chapter Overview

3.1

After vouchers have been saved, they must be approved by designated users at the agency. The ability to approve is based on the user's security access. The number of approval levels at an agency varies according to agency policy. Once a voucher has received the final agency-level approval, it can be submitted to AOS for final approval and payment.

To submit vouchers for payment, the AP Collator prints a Transmittal Form for each approved voucher, runs the AP Collator Report, and puts all the invoices, forms, and the AP Collator Report in a pouch to send to AOS.

After AOS has approved the vouchers, the vouchers will each be paid in the Pay Cycle that runs on the voucher's scheduled due date.

Before vouchers can be picked up in a Pay Cycle, they must also pass document tolerance and budget-checking and be posted. Document tolerance, budget-checking, and posting run automatically every two hours. Users no longer run these processes for individual vouchers.

NOTE

Vouchers are routed for approval when they are saved, regardless of their document tolerance or budget-checking status. Approvers should verify these statuses before approving a voucher. Also, once a voucher has passed document tolerance and budget-checking, it will be posted on its accounting date, regardless of its approval status.

If a voucher fails any of the processing, if it is denied by an approver, or if the user realizes a mistake has been made, a number of actions can be taken, depending on the problem and the status of the voucher. Corrections may require that the voucher be unposted or closed. A limited number of users have access to the unposting and closing processes. For information on correcting vouchers, see Chapter 4: Troubleshooting and Correcting Vouchers.

Some agencies may use the high-volume payment process to create payments. High-volume payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable (for example, tax refunds, child support). The payments DO NOT originate as vouchers in the ENCOMPASS Payables system.

Chapter Objectives

By the end of this chapter, you will be able to:

- Approve (or deny) vouchers
- Submit vouchers to AOS for payment
- Process high-volume payments (few agencies)

Approving (or Denying) Vouchers

Users who have approval roles may receive the following items on their Worklist for approval:

- Individual vouchers
- Vouchers created from the voucher build process
- High-volume payments

The approval process is similar for each type of item. This section outlines the steps to approve individual vouchers.

All agencies have at least one level of voucher approval. (Vouchers are no longer entered as pre-approved.) When a voucher is saved, it is routed to the Worklist of the next designated person for approval. When that person approves the vouchers, it is routed to the Worklist of the next person, and so on, according to how the agency’s approval process has been set up.

Approvers should run the SOIAP008 query to verify the voucher information. See Chapter 2: Entering Vouchers or Chapter 4: Troubleshooting and Correcting Vouchers for information on running the query.

Approvers should ensure that all information on the voucher is correct, because when they approve a voucher, they are responsible for its accuracy. In particular, approvers should check for the following:

- **Verify that vouchers for purchase orders are copied from PO receipts.** It is very important that all vouchers for a PO are created from the PO receipt so that the encumbrance created by the PO is relieved.
- Verify that Chartfield values are correct.
- Verify the dollar amount is correct.
- Verify the vendor information, along with the remit to address.

If a voucher needs to be corrected, deny the voucher. The voucher will be routed back to the user who entered it so that person can take the appropriate action. The person denying the voucher sends the original invoice back to the originator, with documentation indicating what needs to be corrected. The particular process for notifying the originator of the reason for denial is determined by agency business processes. When the user makes the changes, the voucher goes through the approval workflow again.

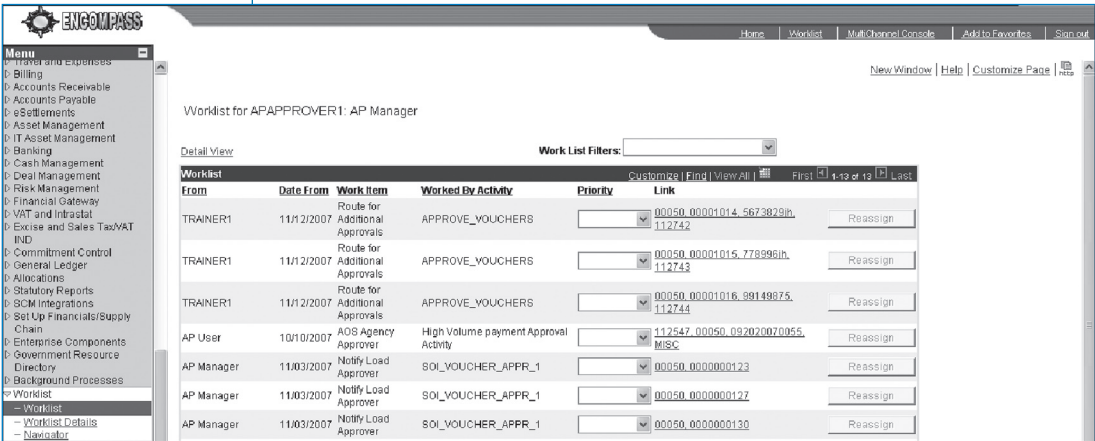
Once a voucher has been approved at the final agency level, it can be submitted to AOS for payment.

If necessary, vouchers can be accessed from the Voucher Approval menu path, rather than from the approver’s Worklist. The two methods are shown below.

Approving or Denying a Voucher from the Worklist

Procedure | Review voucher information

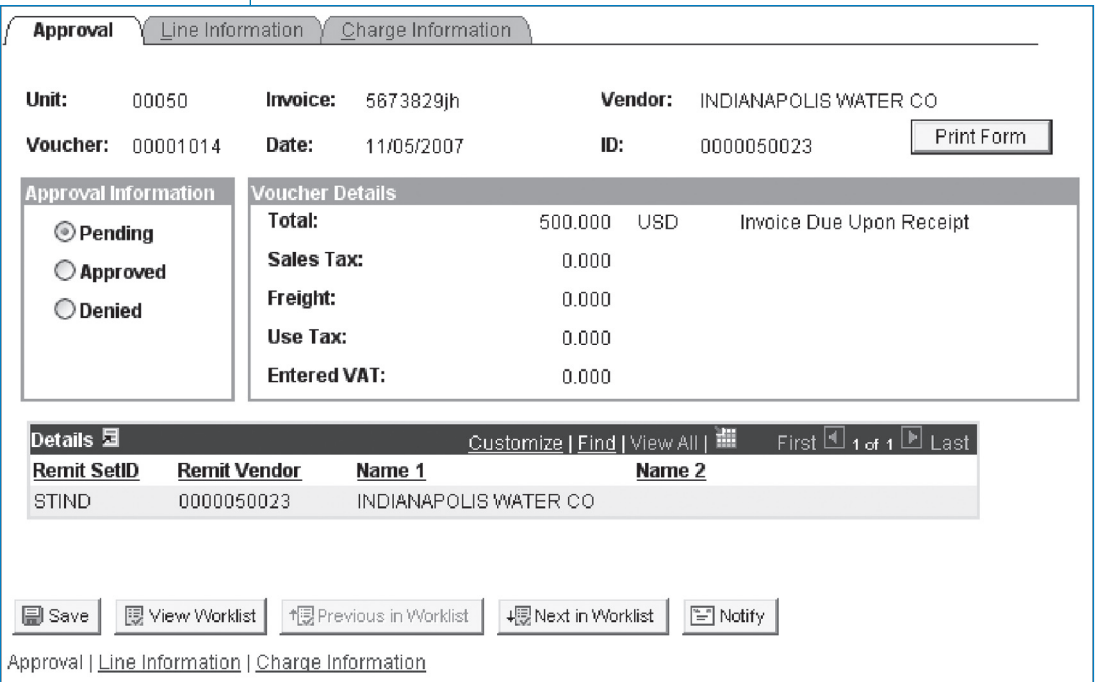
Vouchers requiring approval are routed to the approver’s Worklist.



APSC25 ENCOMPASS home page

Step	Action
1	Click the Worklist link.
2	Click on the item you want to review.

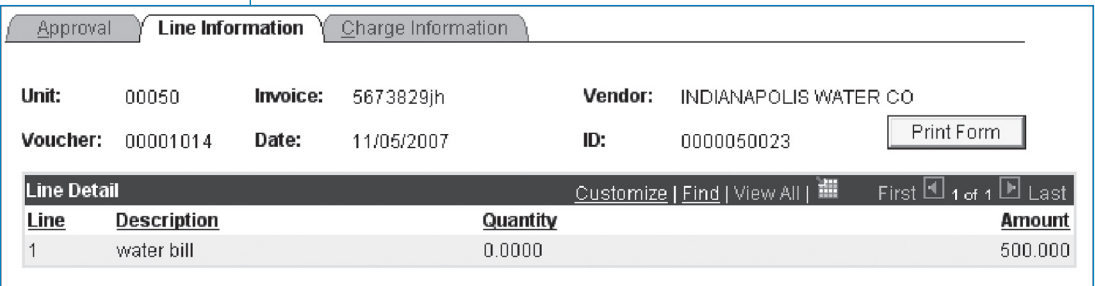
APT19



APSC26 Approval page

Step	Action
3	Review summary information on the Approval page.
4	Click the Line Information tab.

APT20



APSC27 Line Information page

Step	Action
5	Review line item detail on the Line Information page.
6	Click the Charge Information tab.

APT21

Approval

Line Information

Charge Information

Unit: 00050

Invoice: 5673829jh

Vendor: INDIANAPOLIS WATER CO

Voucher: 00001014

Date: 11/05/2007

ID: 0000050023

Print Form

Details

Line	Description	Quantity	Amount
1	water bill		500.000

Accounting Charge Information

GL Chart

Amount	GL Unit	Fund Code	Account	Program	Department	Budget Reference	PC Business Unit	Project
500.000	00050	10200	520102	10000	007001	2008		

APSC28 Charge Information page

Step	Action
7	Review accounting information on the Charge Information page.
8	Return to the Approval page.

APT22

Procedure | Approve or deny the voucher

Approval

Line Information

Charge Information

Unit: 00050

Invoice: 5673829jh

Vendor: INDIANAPOLIS WATER CO

Voucher: 00001014

Date: 11/05/2007

ID: 0000050023

Print Form

Approval Information

Voucher Details

Pending

Approved

Denied

Total:

Sales Tax:

Freight:

Use Tax:

Entered VAT:

500.000

0.000

0.000

0.000

0.000

USD

Invoice Due Upon Receipt

Details

Customize | Find | View All |

First 1 of 1 Last

Remit SetID	Remit Vendor	Name 1	Name 2
STIND	0000050023	INDIANAPOLIS WATER CO	

Save

View Worklist

Previous in Worklist

Next in Worklist

Notify

Approval |

Line Information |

Charge Information

APSC29 Approval page

Step	Action
1	Select Approved or Denied .
2	Click Save .

APT23

Because this approval is not the final approval for the voucher, a message appears saying you do not have authority to perform this action.

Warning -- You are not authorized to approve this transaction. Do you want it routed? (7045,1)

You do not have the appropriate level of authorization. If you like, it will be routed to the next person in the approval route. If you choose not to, the voucher will remain in a pending status.

OK

Cancel

APSC30

Step	Action
3	Click OK to send the voucher to the next approval level.

APT24

3.6

3.7

ENTAP Training

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Issue Date: 01/18/2008

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Issue Date: 01/18/2008

ENTAP Training

3.8

Navigation

[Accounts Payable >> Vouchers >> Approve >> Approve Vouchers](#)

Approving or Denying a Voucher Through the Voucher Approval Menu Path

You can use the Voucher Approval menu path to access vouchers for approval. Approval processing steps are the same, regardless of whether you arrive at the Voucher Approval Component through the Worklist or by navigating through the menus.

Voucher Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

=

00050

Voucher ID:

begins with

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Packing Slip Number:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1
00050	00000512	50007873496aa	1200	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000511	50007873495aa	600.5	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000510	50007873494aa	248.55	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000509	50007873496zz	1200	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000508	50007873495zz	600.5	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY
00050	00000507	50007873494zz	248.55	10/10/2007	3MCOMPANY-001	0000000012	3M COMPANY

APSC31

Find an Existing Value tab

Step	Action
1	Verify the Business Unit and click Search .
2	Click on the voucher you want to review.

APT25

3.9

Approval		Line Information	Charge Information
Unit:	00050	Invoice:	50007873496aa
Vendor:	3M COMPANY	Vendor:	3M COMPANY
Voucher:	00000512	Date:	10/10/2007
		ID:	0000000012

Approval Information	Vendor Details
<input checked="" type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Denied	Total: 1,200.000 USD Invoice Due Upon Receipt Sales Tax: 0.000 Freight: 0.000 Use Tax: 0.000 Entered VAT: 0.000

Details		Customize Find View All	
Remit SetID	Remit Vendor	Name 1	Name 2
STIND	0000000012	3M COMPANY	

Save
 Return to Search

Previous in List
 Next in List

Notify

Approval | [Line Information](#) | [Charge Information](#)

APSC32

Approval page

Step	Action
3	Follow the steps as outlined in the previous section, Approving or Denying a Voucher from the Worklist.

APT26

Submitting Vouchers to AOS for Payment

After a voucher has received final agency approval, it is ready to be submitted to AOS for final approval and payment. AOS requires that a Voucher Transmittal form be printed for each invoice, that the vouchers be submitted in pouches, and that the AP Collator Report be printed to identify the vouchers in the pouch.

Pouches of vouchers should be separated according to whether they are PO vouchers, non-PO (claim) vouchers, or travel vouchers. Do not combine different types of vouchers in the same pouch.

The original invoices should be arranged in the order they are printed on the query. The AP Collator Report should be placed on top of the stack of vouchers and transmittal forms, and the entire stack should be placed in an envelope. Before submitting a voucher pouch to AOS, make a copy of the contents.

Send the pouch to AOS. Vouchers should arrive at AOS at least four business days before they are due to be paid. When AOS receives the pouch, the invoices are audited and approved for payment or either returned to the agency for correction. Approved vouchers are picked up in the Pay Cycle that runs on their scheduled due date. The morning after payments are created, agencies receive the Warrant Distribution Report and any remittance advices or checks that they have requested to be sent to them.

If you have a voucher that needs to be rushed for payment, contact AOS to let them know you are sending an urgent voucher. Mark the voucher as “special” on the AP Collator Report.

NOTE

Vouchers will be paid according to their due date, NOT according to when they are submitted to AOS.

To prepare a voucher pouch for AOS:

- A. Print a transmittal form for each voucher to be submitted and attach it to the original invoice.
- B. Run the AP Collator Report to Excel and verify that it lists only the vouchers being submitted.
- C. Arrange the invoices in the order they print on the query.
- D. Make a copy of the voucher pouch.
- E. Send the voucher pouch to AOS.

Procedure | Print Voucher Transmittal Form

The Voucher Transmittal Form should be printed after the voucher has received final agency approval. If necessary, it can be reprinted.

Navigation

Accounts Payable >> Vouchers >> Approve >> Approve Vouchers

Enter the Voucher ID number of the voucher you wish to print.

Voucher Approval

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value

Business Unit:

=

00050

Voucher ID:

begins with

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Packing Slip Number:

begins with

Approval Status:

=

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

APSC33 Find an Existing Value Tab

On this page, click the **Print Form** button to create the transmittal form.

Approval

Line Information

Charge Information

Unit: 00050

Invoice: teadfsa

Vendor: PAUL RICHARD INC

Voucher: 00001026

Date: 11/13/2007

ID: 0000000109

Print Form

Approval Information

Voucher Details

Pending

Approved

Denied

Total:

12,130.000

USD

Invoice Due Upon Receipt

Sales Tax:

0.000

Freight:

0.000

Use Tax:

0.000

Entered VAT:

0.000

Details

Customize

Find

View All

First

1 of 1

Last

Remit SetID

Remit Vendor

Name 1

Name 2

STIND

0000000109

PAUL RICHARD INC

APSC34

Approval page

After you have clicked the **Print Form** button, the Process Monitor appears.

Process List

Server List

View Process Request for

User ID: TRAINER1

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:

to

Run Status:

Distribution Status:

Save On Refresh

Process List

Customize | Find | View All |

First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3347822		Crystal	SOIAP27B TRAINER1	00001061		11/14/2007 10:30:25AM IND	Success	Posted	Details
<input type="checkbox"/>	3347821		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:45AM IND	Success	Posted	Details
<input type="checkbox"/>	3347820		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:40AM IND	Success	Posted	Details
<input type="checkbox"/>	3347819		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:24AM IND	Success	Posted	Details
<input type="checkbox"/>	3347818		Crystal	SOIAP025 TRAINER1	0000000092		11/14/2007 10:29:16AM IND	Success	Posted	Details

APSC35

Process Monitor

Online Payments Transmittal Form

Business Unit: 00050

Voucher ID: 00001026

Submitter:

Last Modified: 11/13/2007 12:02AM

Bar code information includes

Voucher Approval Chain

Vendor Short Name	Invoice #	Invoice Date	Line No	Amount	PO ID	Receipt Date
PAULRICAR-001	teadfsa	11/13/2007	1	12,130.00		11/13/2007

Gross Amount: 12,130.00

APC01

After the report runs, if you choose to print the form or save it to your computer, you must click the icons in the Adobe window.

Step	Action
1	Navigate to Voucher Approval page.
2	Click to run the report. Process Monitor will open.
3	When the process reads Success Posted , click Details .
4	Click View Log/Trace to see the report.
5	Look for the PDF file, e.g. - SOIAP27B 3347834.PDF.
6	Click on the link to view the form.
7	Click the Print icon the Adobe window to print the form.

APT27

Procedure | Print AP Collator Report (SOIAP008)

Navigation

Reporting Tools >> Query Viewer

Menu

Asset Management

IT Asset Management

Banking

Cash Management

Deal Management

Risk Management

Financial Gateway

VAT and Intrastat

Exclise and Sales TaxVAT

IND

Commitment Control

General Ledger

Allocations

Statutory Reports

SCM Integrations

Set Up Financials/Supply Chain

Enterprise Components

Government Resource Directory

Background Processes

Worklist

Application Diagnostics

Tree Manager

Reporting Tools

Query

Query Manager

Query Viewer

Schedule Query

PS/InVision

XML Publisher

Report Manager

PeopleTools

Development Utilities

Tax Center

Treasury Management Center

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search By:

Query Name

begins with

SOIAP

Search

Advanced Search

Search Results

Folder View: -- All Folders --

Query

Customize | Find | View All |

First 1-30 of 31 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
SOIAP001_VERIFY_VCHRS	SOIAP001-Verify Vchrs	Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP002	AP Payments & AOS Deposits	Public	ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP003	Vouchers that are NOT posted.	Public	ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP004	Check numbers for a paycycle	Public	ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP007	Refund Claim Voucher Abstract	Public	ACCOUNTS PAY	HTML	Excel	Schedule	Favorite
SOIAP008	Verify Vouchers Prior to Pymnt	Public	ACCOUNTS PAY	HTML	Excel	Schedule	Favorite

APSC36

Query Viewer

Step	Action
1	Type SOIAP in the begins with field.
2	Click the Search button.
3	Click the Excel link for the query you want to run.

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Business Unit: 00050

Origin: PYM

View Results

Origin	Voucher	PS	Vendor	AOS	Invoice	Inv	PO	Descr	Inv	Distrib	Line	Bank	Acct	Scheduled	Held	HC	Voucher	Withd	Fund	Account	Program	Dept	Cl	Bud	PC	Project	Activity	Category	Subca
			Name	Fid	#	Date	No.		Line	Ln	Amount	Cd		Due			Post	Class					Ref	Unit					

File Download

Do you want to open or save this file?

q.xls

Microsoft Excel Worksheet, 36.2 KB

gmsweb005pm\shared\state.in.us

Open

Save

Cancel

☒ Always ask before opening this type of file

Write files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

APSC37

Query

Step	Action
4	Enter the Business Unit .
5	Enter the Origin . (You may enter a % wildcard to see all vouchers for a business unit.)
6	Click the View Results button.
7	Click the Open button.
8	Save the Excel file.
9	Modify that the AP Collator Report to ensure that it lists all the vouchers, and only the vouchers, that you are submitting for payment.
10	Print the AP Collator Report and place it on top of the batch of invoices and Transmittal forms you are submitting to AOS.

APT29

3.17

Loading High-Volume Payments

High-volume payments are loaded into ENCOMPASS via a batch upload process. These payments originate from another system, go to a payee that is not in the ENCOMPASS vendor file, and are not reportable. These payments include tax refunds, child support, and miscellaneous disbursements such as disability payments.

High-volume payments are loaded from a batch payment file. Agencies must work with their IT personnel to create a process for getting the data into the correct format for loading into ENCOMPASS and to identify the file directory where the batch payment file resides.

Steps to load high-volume payments

1. Create the flat file with the payment information and save the file to a designated folder.
2. Run the High Volume Payments Interface process in ENCOMPASS.
3. Correct any errors that occur.
4. Approve the batch of uploaded payments, thus sending the batch through the approval workflow.
5. Create the HV Payment Transmittal Form and send it to AOS.
6. AOS approves the batch of uploaded payments.
7. AOS runs the Pay Cycle process to create the payments.
8. The high-volume checks and remittance advices are returned to the agencies for disbursement.
9. The Flag Payments for Distribution process is run automatically to enable journal entries to be created for the payments.
10. Journal Generator is run automatically to create journal entries.

Perform the following procedure to load high-volume payments.

Run the High Volume Payments Interface process

Navigation

Accounts Payable >> High Volume Payments >> High Volume Payments Interface

Step	Action
1	Select a Run Control ID or create a new one if this is the first time you are running the process.

APT30

HV Payment Interface

Run Control ID: TestHVPayLoadProc

Report Manager Process Monitor

Run

*File Directory

\\10.19.19.35\shared\425 - AOS - COA Work\Phase III\Testing\HighVolumeFile\

*File Name

HVFile.txt

APSC38 HV Payment Interface

Step	Action
1	Enter the File Directory .
2	Enter the File Name .
3	Click Run .
4	Click OK .
5	Click the Process Monitor link.
6	Click the Refresh button after a couple of minutes, until Run Status is Success and Distribution Status is Posted .
7	Click the Details link.
8	Click the Message log link.
9	Confirm there are no errors in the message log.
10	If errors exist, correct them.

APT31

Approve the High Volume Payment Batch

If you do not have final approval authority, you will receive a message asking if you want to route the transaction. Click OK to trigger the workflow process.

Navigation

Accounts Payable >> High Volume Payments >> Review Batch for Approval

Menu

Accounts Payable

Vouchers

Control Groups

Payments

Batch Processes

Review Accounts Payable Info

Reports

High Volume Payments

Batch Configuration

High Volume Payments Interface

Review Batch for Approval

Print Payment Transmittal Form

Flag Payments for Distribution

Payment Detail

Release Budget & Delete Batch

Auditor of State Portal

Accounts Payable Center

Asset Management

Banking

VAT and Intrastat

Commitment Control

General Ledger

Allocations

SCM Integrations

HV Batch Approval

Enter any information you have and click Search. Leave fields blank for a list of results.

Find an Existing Value

Business Unit:

=

00050

Batch ID:

begins with

File Batch Date:

=

Batch Type:

begins with

Approval Status:

=

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First

1-19 of 19

Last

Business Unit	Batch ID	File Batch Date	Batch Type	Approval Status
00050	092020070001	10/04/2007	MISC	Approved
00050	092020070050	10/05/2007	MISC	Approved
00050	092020070051	10/05/2007	MISC	Approved
00050	092020070052	10/08/2007	MISC	Denied
00050	092020070053	10/09/2007	MISC	Approved
00050	092020070055	10/10/2007	MISC	Approved
00050	092020070056	10/10/2007	MISC	Pending

APSC39

Find an Existing Value Tab

Step	Action
1	Enter the Business Unit .
2	Click Search .
3	Select the Batch ID you just created. The status should be "Pending."

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Batch Approval

Business Unit: 00050 Auditor of State

Batch Type: MISC HV Miscellaneous

Batch ID: 092020070056

Number of Payments: 3

Batch Total Amount: \$30,000

Batch File Date: 10/10/2007

Approval Status

☒ Pending

☐ Approved

☐ Denied

Payment Sequence # 1 To 3 Of 3

Payment Detail

Sequence Number

Transaction Number

Distribution Detail

Name 1

Invoice Number

Due Date

Amount

1

0927200700030

Reggie Miller

INV00001

10/10/2007

\$10,000

2

0927200700031

Rik Smits

INV00002

10/10/2007

\$10,000

3

0927200700032

Rik Smits

INV00003

10/10/2007

\$10,000

APSC40 Batch Approval page

Step	Action
4	Select Approved .
5	Click Save .

APT33

If you are not the final approver, you will receive a warning message saying you are not authorized to approve this transaction and asking if you want it routed.

Warning -- You are not authorized to approve this transaction. Do you want it routed? (7045,1)

You do not have the appropriate level of authorization. If you like, it will be routed to the next person in the approval route. If you choose not to, the voucher will remain in a pending status.

OK

Cancel

APSC41

Step	Action
6	Click OK .

APT34

3.21

Create the HV Payment Transmittal Form

When the high-volume batch has received final agency approval, the HV Payment Transmittal form is printed and submitted to AOS. AOS gives final approval to the batch and creates the payments.

Navigation

Accounts Payable >> High Volume Payments >> Print Payment Transmittal Form

Menu

Accounts Payable

▸ Vouchers

▸ Control Groups

▸ Payments

▸ Batch Processes

▸ Review Accounts Payable Info

▸ Reports

▾ High Volume Payments

▾ Batch Configuration

▾ High Volume Payments Interface

▾ Review Batch for Approval

▾ Print Payment Transmittal Form

▾ Flag Payments for

High Volume Transmittal Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

☐ Case Sensitive

Search

Advanced Search

Find an Existing Value | Add a New Value

APSC42

High Volume Transmittal Form

Step	Action
1	Select a Run Control ID or create a new one if this is the first time you are running the process.
2	Click Search .

APT35

3.22

HV Transmittal form

Run Control ID: TRASMITFORM

Report Manager

Process Monitor

Run

Print Payments Transmittal Form

'Business Unit'00050

Auditor of State

'Batch ID'092020070059

APSC43 HV Transmittal Form

Step	Action
3	Enter the Business Unit .
4	Enter the Batch ID .
5	Click Run .
6	Click OK .
7	Click the Process Monitor link.
8	Click the Refresh button until Run Status is Success and Distribution Status is Posted .
9	Click the Details link.
10	Click the View Log/Trace link.
11	Click the PDF file link and view the transmittal form.
12	Confirm that the number of payments and gross amount are correct.
13	Print the transmittal form and submit it to AOS.

APT36

Chapter 4

Troubleshooting and Correcting Vouchers

Chapter Overview

After vouchers have been entered and saved, several actions must occur before they can be paid. Vouchers must:

- Pass document tolerance (if for a purchase order)
- Be budget-checked
- Be posted
- Be approved at agency level
- Be approved at AOS level

4.1

Document tolerance, budget checking, and voucher posting occur automatically as batch processes every two hours. Users no longer run these processes individually. A voucher will not be posted until it has passed document tolerance and budget-checking. The posting process creates the accounting entries that are posted to the general ledger when the Journal Generator process runs.

Vouchers are routed for approval when they are saved. Vouchers are approved at the agency level (the number of approvals depends upon agency policy) and then at AOS. The ability to approve is based on the user's security access.

After a voucher is given final approval at AOS, it is ready to be paid. Vouchers are paid in the Pay Cycle that runs on their scheduled due date.

If a voucher fails any of the processing, if it is denied by an approver, or if the user realizes a mistake has been made, a number of actions can be taken, depending on the problem and the status of the voucher. Corrections may require that the voucher be unposted or closed; a limited number of users have access to the unposting and closing processes.

Objectives

By the end of this chapter, you will be able to:

- Verify document tolerance and budget-checking status
- Troubleshoot voucher errors
- Post vouchers
- Unpost vouchers
- Close vouchers

Verifying Document Tolerance and Budget Checking

The most important tool you have for troubleshooting vouchers is query SOIAP008. In addition to running this query to verify that you have entered all voucher information correctly, you need to run this query periodically throughout the day to find out the budget-checking and posting status of the vouchers.

The document tolerance and budget-checking processes run automatically every two hours. If the voucher is a PO voucher, it must pass document tolerance before it can be budget-checked. Non PO vouchers do not go through the document tolerance process. Document tolerance checks line item amounts on the voucher, receipt, and PO to ensure that any differences are within the lesser of \$500 or 10%. Budget-checking moves the encumbrance to an actual expenditure and verifies that the budget still has the necessary funds to pay this voucher (e.g., in cases when the voucher includes freight and overage charges that were not on the PO).

NOTE

To find out if vouchers have passed these processes, you need to run the SOIAP008 query periodically throughout the day.

The *Bdgt Ck'd* column shows the budget-checking status:

- If the status is *valid*, the voucher has passed budget-checking.
- If the status is *not checked*, either the process has not run or the voucher did not pass document tolerance (if the voucher is a PO voucher) or the accounting date is in a closed accounting period or the voucher is in recycle status due to Chartfield errors.

- If the status is *error*, the voucher did not pass budget-checking.

If the status is *not checked* or *error*, copy the Voucher ID and go to the Voucher component to look up the voucher. The Summary page shows the document tolerance and budget-checking statuses. If there are errors, an exceptions link will be available. Click on that link to research the problem.

To resolve document tolerance exceptions, work with the budgeting or purchasing personnel in your agency. Depending on the situation, your agency may require that a change order be created to add funds to the purchase order. Work with IDOA and follow their guidelines for creating change orders. The change order must then be approved and budget-checked.

NOTE

A change order is the same as an advice of change.

To resolve budget-checking exceptions, first check the data on the voucher. Make sure the Chartfield values are correct. If the Chartfield values are correct and the error is *No Budget Exists*, work with your agency’s budget personnel to correct the problem. If necessary, submit an issue to GMIS requesting that a \$0 budget be established. If the error is *Exceeds Budget Tolerance*, work with your agency’s budget personnel to see if the transaction should be allowed. If so, the analyst should enter budget journals to move funds to allow the transaction to pass.

If the error is *Date not in Bounds*, the date on the transaction is not within the effective dates of the project (this error only occurs for transactions that charge a project ID). Work with the grant manager to determine whether the transaction is grant-eligible and whether the effective dates of the project are correct in ENCOMPASS.

To check document tolerance and budget-checking status

- A. Run the SOIAP008 query.
- B. Research vouchers that have budget checking status of not checked or error.

Procedure | Run the SOIAP008 Query to Check Voucher Statuses

Procedure | Research Vouchers

Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

Business Unit: 00050

Origin: PYM

View Results

Origin	Voucher	PS Vendor #	R/S Vendor Name	Invoice #	Inv Date	PO No	Descr	Inv Line	Distrib Ln	Line Amount	Bank Cd	Acct	Scheduled Due	Hold	HC	Bdgt Ck'd?	Voucher Post Status	Withd Class	Fund	Account	Program	Dept	Cls	Std Ref	PC Bus Unit	Project	Activity	Category	Subca
--------	---------	-------------	-----------------	-----------	----------	-------	-------	----------	------------	-------------	---------	------	---------------	------	----	------------	---------------------	-------------	------	---------	---------	------	-----	---------	-------------	---------	----------	----------	-------

File Download

Do you want to open or save this file?

Name: a.xls

Type: Microsoft Excel Worksheet, 36.2 KB

From: gwsweb005gw.shared.state.in.us

Open

Save

Cancel

☒ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

APSC44

Query SOIAP008 (Verify Pending Vouchers)

Step	Action
1	Enter the Business Unit.
2	Enter the Origin. (You may enter a % wildcard to see all vouchers for a business unit.)
3	Click the View Results button.
4	Click the Open button.

APT37

The Bdgt Ck'd column shows the budget-checking status. Copy the voucher ID of any items that have a status of error or not checked so that you can look them up.

A1	Verify Vouchers Prior to Pymnt																											
	O	P	Q		R	S	T	U	V	W	X																	
1																												
2	Scheduled Due	Hold	HC			Bdgt Ck'd?	Voucher Post Status	Withd Class	Fund	Account	Program	Dept																
3	9/26/2007	N	GP			Not Chk'd	U	NO	10020	550100	10000	007001																
4	9/26/2007	N	GP			Not Chk'd	U	NO	10020	550100	10000																	
5	11/6/2007	N	GP			Valid	P	NO	10020	552300	10000	007001																
6	11/6/2007	N	GP			Not Chk'd	U	NO	10020	540100	11000																	
7	10/12/2007	N	GP			Not Chk'd	U	NO	10020	530100	10000	015000																
8	10/12/2007	N	GP			Not Chk'd	U	NO	10020	530100	10000	015000																
9	10/10/2007	N	GP			Valid	P	NO	10020	540300	10000	000TND																
10	11/14/2007	N	GP			Valid	P	NO	10470	552300	10000	007001																
11	10/10/2007	N	GP			Valid	P	NO	10010	550100																		
12	10/10/2007	N	GP			Valid	P	NO	10010	550500																		

APSC45

Query SOIAP008 (Verify Pending Vouchers)

Document Tolerance Exception

Look up the voucher, which you identified from the SOIAP008 query.

Menu

Accounts Payable

Vouchers

Add/Update

Regular Entry

Quick Invoice Entry

Complete Register Voucher

Close Voucher

Delete Voucher

Update Open Item

UnPost Voucher

Maintain

Approve

Control Groups

Payments

Batch Processes

Review Accounts Payable Info

Reports

High Volume Payments

Auditor of State Portal

Accounts Payable Center

Asset Management

Banking

VAT and Intrastat

Commitment Control

General Ledger

Allocations

SCM Integrations

Set Up Financials/Supply Chain

Enterprise Components

Government Resource

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Business Unit:

=

00300

Voucher ID:

begins with

C8800591

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Voucher Style:

=

Related Voucher:

begins with

Entry Status:

=

Voucher Source:

=

Packing Slip Number:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

APSC46

Find an Existing Value tab

If there are document tolerance exceptions, an error message appears when you open the voucher.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00300Invoice Date:06/07/2007

Voucher ID:C8800591Invoice No:332389

Voucher Style:RegularInvoice Total:169,880USD

Contract:Microsoft Internet Explorer

Vendor:

Document: Tolerance has generated exceptions for this document (7550,14)

Some of the lines of this document have generated exceptions for exceeding tolerances defined for quantity and amounts between the Purchase Order and Voucher.

OK

Entry Status:Not Matched

Approval Status:ApprovedCreated By:A232854

Post Status:UnpostedModified:06/26/2007

Document Tolerance Status:ExceptionsModified By:A232854

Budget Status:Not Chk'dERS Type:Not Applicable

Budget Misc Status:ValidClose Status:Open

View RelatedPayment InquiryGo

SaveReturn to SearchNotifyRefreshAddUpdate/Display

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

APSC47

Summary page

The budget status of this voucher is Not Chk'd. This voucher has not been budget checked because it has document tolerance exceptions.

Step	Action
1	Click OK .
2	Click the Exceptions link in the Document Tolerance Status field.

APT38

ENCOMPASS | Accounts Payable

The Document Tolerance Exceptions page for the voucher appears. Look at the right of the blue and gray bars to make sure you **View All** exception lines.

Document Tolerance Exceptions

Business Unit:00300Document Type:VoucherID:C8800591

Source lineFind | View AllFirst1 of 5Last

Line:4Sched:Distrib:1

ExceptionsFind | View AllFirst1 of 1Last

Rule ID:E100Description:Document exceeds predecessor by more than allowable tolerance.

Details

Predecessor Business Unit:00300Defined Tolerance Amount:500.00

Pred Doc ID:0008509188Defined Tolerance Percentage:10.00

Pred Line Nbr:4Calculated Doc Tol Amt Amount:505.730

Pred Sched Nbr:1Calculated Doc Tol Percent Amt:6.303

Pred Distn Num:1Source Doc Monetary Amt:7.950

Pred Doc Amt:5.730Source Doc Converted Amt:7.950

Life-to-Date Liquidated Amt:7.950Predecessor GL Base Currency:USD

Transaction Currency:USD

☐ Override

SaveReturn to SearchNotify

APSC48 Document Tolerance Exceptions page

Step	Action
3	View the exception information.
4	In the rare event that the voucher needs to be paid, even though the document tolerance limit is exceeded, select the Override checkbox. Few users have access to this function.
5	Click Save .

APT39

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 01/18/2008

Exclusively for use by the State of Indiana
Issue Date: 01/18/2008

ENTAP Training

Budget-Checking Exception

Look up the voucher, which you identified from the SOIAP008 query.

4.8

Menu

Accounts Payable

Vouchers

Add/Update

Regular Entry

Quick Invoice Entry

Complete Register Voucher

Close Voucher

Delete Voucher

Update Open Item

UnPost Voucher

Maintain

Approve

Control Groups

Payments

Batch Processes

Review Accounts Payable Info

Reports

High Volume Payments

Auditor of State Portal

Accounts Payable Center

Asset Management

Banking

VAT and Intrastat

Commitment Control

General Ledger

Allocations

SCM Integrations

Set Up Financials/Supply Chain

Enterprise Components

Government Resource

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Business Unit:

=

00050

Voucher ID:

begins with

00000612

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Voucher Style:

=

Related Voucher:

begins with

Entry Status:

=

Voucher Source:

=

Packing Slip Number:

begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

APSC49

Find an Existing Value tab

If budget-checking exceptions exist, an error message appears when you open the voucher.

4.9

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050Invoice Date:10/01/2007

Voucher ID:00000612Invoice No:ABC

Voucher Style:RegularInvoice Total:1,100.000 USD

Contract ID:

Vendor Name:

Entry Status:

Match Status:No Match

Approval Status:Approved

Post Status:Unposted

Document Tolerance Status:Valid

Budget Status:Exceptions

Budget Misc Status:Valid

View RelatedPayment InquiryGo

Created:10/22/2007

Created By:D066097

Modified:10/22/2007

Modified By:D066097

ERS Type:Not Applicable

Close Status:Open

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

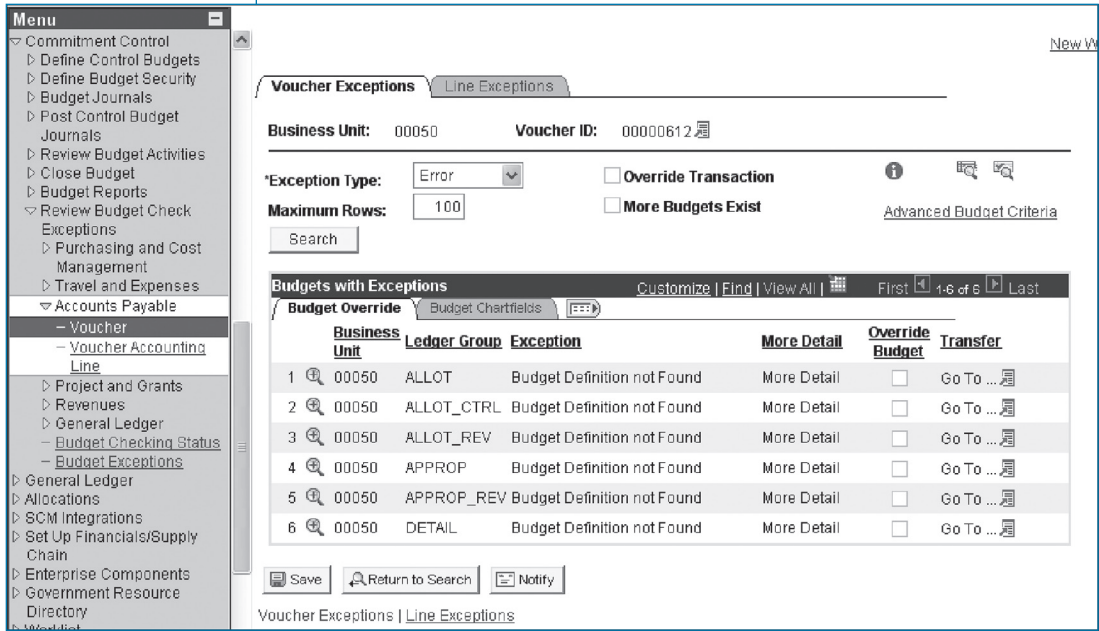
APSC50

Summary page

Step	Action
1	Click OK .
2	Click the Exceptions link in the Budget Status field.

APT40

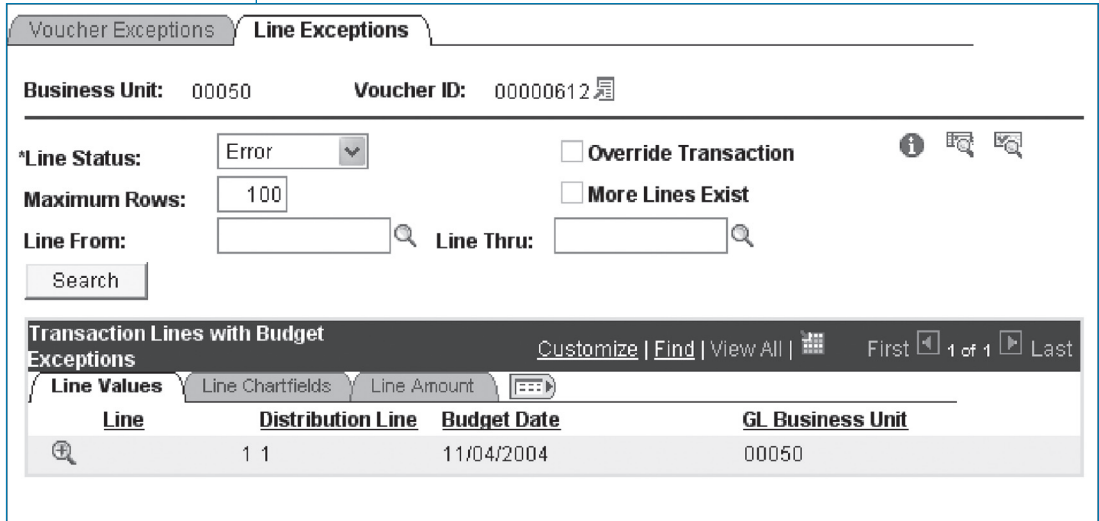
The Voucher Exceptions page appears in a new window. Look at the right of the blue and gray bars to make sure you **View All** exception lines.



APSC51

Voucher Exceptions page

The Line Exceptions page shows the lines with budget exceptions. Look at the right of the blue and gray bars to make sure you **View All** exception lines.

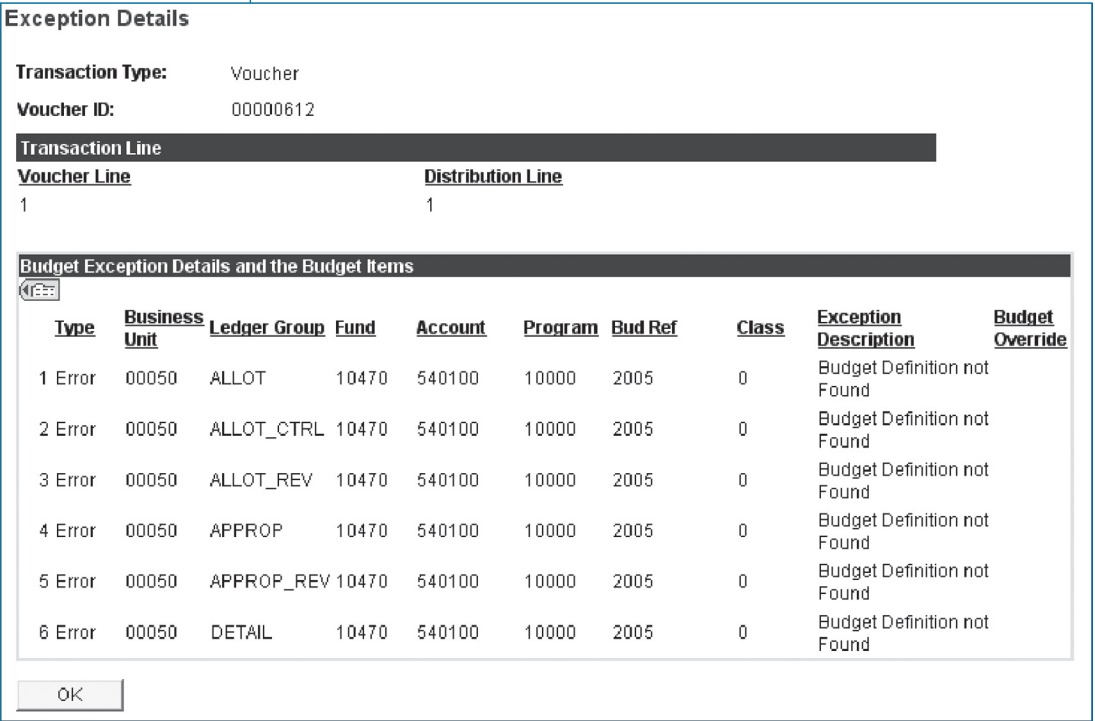


APSC52

Line Exceptions page

Step	Action
3	Click the magnifying glass to drill down into the error.

APT41



APSC53

Exception Details page

Step	Action
4	Click the Combine Columns icon.
5	Identify the lines with a status of Error and view the Exception Description .
6	Verify the data entered on the voucher, especially the Chartfield values. Work with the budget personnel in your agency to resolve the errors.

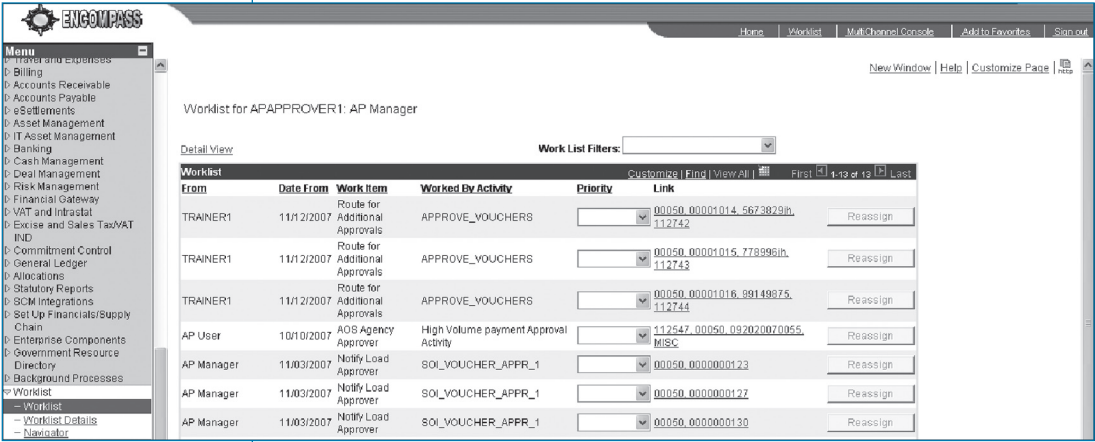
APT42

Accessing Vouchers Denied for Approval

When a voucher is denied, the voucher is routed to the Worklist of the user who entered the voucher. The denier must give the paper invoice back to the originator and communicate the reasons for denial (outside the system—either by email or by writing the reason on the SOIAP0008 query or some other process). The user accesses the voucher and takes the appropriate action.

Procedure | Review Denied Voucher

Denied vouchers are routed back to the originator’s Worklist.



APSC54

ENCOMPASS home page

Step	Action
1	Click the Worklist link.
2	Click on the voucher you want to review.

APT43

Procedure | Make Changes as Necessary

Possible Voucher Errors and Steps to Correct Them

After a voucher has been approved at the AOS level, it is ready for posting and payment. Posting creates the accounting entries for the voucher. When Journal Generator is run, these accounting entries are used to create journal entries for the general ledger. Posting is run automatically every two hours. Most users will not have access to post and unpost vouchers or to close them.

To troubleshoot and correct vouchers, however, users need to understand the various stages of a voucher (and its payments), because different actions are taken depending on the status.

The following tables describe some common errors and the methods for correcting them. The steps for closing and unposting vouchers are explained later in this chapter.

SCENARIO: Voucher is entered in error (such as a duplicate)

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none">PostedNot selected for payment	CLOSE voucher	<ul style="list-style-type: none">Void voucherReverse accounting entries	
<ul style="list-style-type: none">Not postedNot selected for payment	Wait until voucher is posted, then CLOSE voucher	<ul style="list-style-type: none">Void voucherReverse accounting entries	

APT44

SCENARIO: Voucher is created from incorrect PO receipt

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none">PostedNot selected for payment	CLOSE voucher	<ul style="list-style-type: none">Void voucherReverse accounting entries	
<ul style="list-style-type: none">Not postedNot selected for payment	Wait until voucher is posted, then CLOSE voucher	<ul style="list-style-type: none">Void voucherReverse accounting entries	
<ul style="list-style-type: none">PostedPaid	If agency cannot resolve issue, contact AOS.		

APT45

SCENARIO: Voucher has wrong amount

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none">PostedUnpaid	UNPOST voucher	<ul style="list-style-type: none">Correct amount	Voucher will go back through approval process and be budget-checked and re-posted.
<ul style="list-style-type: none">Not postedNot selected for payment	Correct amount		If voucher has been approved (at any level), it will go back through approval process and be budget-checked.

APT46

SCENARIO: Chartfield value or values are entered incorrectly

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none">PostedUnpaid	UNPOST voucher	<ul style="list-style-type: none">Correct Chartfield	Voucher will go back through approval process and be budget-checked and re-posted.
<ul style="list-style-type: none">Not postedNot selected for payment	Correct Chartfield		If voucher has been approved (at any level), it will go back through approval process and be budget-checked.
<ul style="list-style-type: none">PostedPaid	Enter JOURNAL voucher	<ul style="list-style-type: none">Correct Chartfield	Journal vouchers are zero-amount vouchers.

APT47

4.14

SCENARIO: Bank, account, handling code, or remit to information needs to be changed

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none">Posted or unpaidUnpaid	Make changes. Do not need to unpost voucher.	Correct bank code <ul style="list-style-type: none">Bank codeBank accountHandling codeRemit to address	If voucher has been approved (at any level), it will go back through approval process.
<ul style="list-style-type: none">Paid	Contact AOS to cancel payment and determine whether it needs to be reissued.		

APT48

SCENARIO: Incorrect payment was made to vendor (wrong amount)

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none">PostedPaid	Contact vendor to resolve. If you are unsure how to resolve, contact AOS.		

APT49

4.15

Posting Vouchers

Vouchers are automatically posted in a batch process that runs every two hours. Most users will not be able to post vouchers individually. However, a few users will have access to post vouchers from the Voucher component.

Once a voucher is posted, you **cannot** change certain fields that have an impact on accounting entries. Depending on your security access, these fields can be changed after a voucher is posted: Comments, Pay Terms, and some fields on the Payments page (if the voucher has not yet been paid).

If the voucher has not been paid and you need to correct fields other than the ones listed above, you can unpost vouchers to fix the entries. See the topic Unposting Vouchers in this chapter.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

If document tolerance and budget checking have not run, they will run when you run voucher posting.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050Invoice Number:JH8787

Voucher ID:00000742Invoice Date:10/26/2007

Voucher Style:RegularAction:

Run

Copy from a Source Document

PO Unit:Purchase Order:CopyOption:None

Vendor:0000005509Name:IKONOFFICE-001Location:000004Address:1Advanced Vendor Search

Pay Terms:Upon RecControl Group:Accounting Date:10/29/2007Currency:USDTotal:45.000Difference:0.000

CommentsNon Merchandise SummaryWithholding

Packing Slip:

Invoice Lines

Line	Received Date	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	10/22/2007	Amount		water bill OCT 2007				45.000

Ship To:050A0S1SpeedChartUse One Asset IDCalculate

APSC55

Invoice Information page

Step	Action
1	In the Action field, select Voucher Post . (Note: The voucher must be saved before any options are available in the Action field.)
2	Click the Run button.
3	Click Yes to wait on the process to run or No to continue working while the process is running.

APT50

After posting runs, the *Summary* page shows the *Post Status* as Posted. Note that the *Document Tolerance* and *Budget Statuses* are Valid.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050Invoice Date:10/26/2007

Voucher ID:00000742Invoice No:JH8787

Voucher Style:RegularInvoice Total:45.000USD

Contract ID:

Vendor Name:IKON OFFICE SOLUTIONS INCORDER ONLY/CHRIS JOHNSONINDIANAPOLIS, IN 46278-1736

Pay Terms:Upon RecVoucher Source:Online

Entry Status:PostableMatch Status:No MatchApproval Status:ApprovedPost Status:Posted

Origin:PVMCreated:10/29/2007Created By:R209999Modified:10/29/2007Modified By:R209999

Document Tolerance Status:ValidERS Type:Not ApplicableBudget Status:ValidClose Status:OpenBudget Misc Status:Valid

*View RelatedPayment InquiryGo

SaveReturn to SearchNotifyRefreshAdd

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

APSC56

Summary page

Viewing Voucher Accounting Entries

After the posting process has run, you can view the accounting entries for the vouchers.

Navigation

Accounts Payable > >Review Accounts Payable Info >> Vouchers >> Accounting Entries

Voucher Accounting Entries

*Business Unit: 00050

Voucher ID: 00000587

Invoice Number: JAH0987

*Accounting Line View Option: Standard

Show Foreign Currency

Search

Reset

Invoice Date: 10/17/2007

Vendor ID: 0000000012

Vendor Name: 3M COMPANY

Accounting Information

Find | View All

First

1 of 2

Last

Posting Process: AP Accrual

GL Dist Status: Distributed

Main Information

Chartfields

Journal

Expand All

Customize | Find | View All |

First

1-2 of 2

Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-1,000	USD	ACTUALS	00050
CHALK BOX	1,000	USD	ACTUALS	00050

Return to Vouchers

APSC57

Voucher Accounting Entries

Step	Action
1	Enter information in any of the search fields.
2	Click Search .
3	Click the Expand All icon to view Chartfields and Journal information.

APT51

Unposting Vouchers

Once a voucher is posted, critical fields are no longer editable (such as Gross Amount and Chartfield values). This is an important control feature. Sometimes, however, an error is detected after posting that requires that a change be made to that critical information. To re-edit the field, the voucher must first be unposted.

Unposting a voucher instructs the system to create adjusting entries that undo the effects of the posting. Unposting happens immediately when you save the Unpost Voucher page.

If a payment has been made for a voucher, do *not* unpost the voucher. If Chartfield changes need to be made, enter a journal voucher. If for some reason the voucher must be unposted, you must first cancel the payment before unposting the voucher.

There are two scenarios when you need to unpost a voucher:

Wrong Invoice Amount

- Unpost voucher.
- Update or refresh the following fields:
 - Total (gross amount)
 - Extended amount (invoice lines)
 - Amount (distribution lines)
 - Gross Amount (Payments page)
- Click *Save* (budget status reverts to Not Chk'd).
- Wait for batch budget-checking and posting to run.

Wrong Chartfield Value or Values

- Unpost voucher.
- Update appropriate Chartfields.
- Click *Save* (budget status reverts to Not Chk'd).
- Wait for batch budget-checking and posting to run.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> UnPost Voucher

Voucher UnPost

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

=

00050

Voucher ID:

begins with

0000063

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Voucher Style:

=

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First1-7 of 7Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style
00050	00000639	20203	10/23/2007	3MCOMPANY-001	0000000012	3M COMPANY	Regular
00050	00000637	585668ihiky	10/23/2007	3MCOMPANY-001	0000000012	3M COMPANY	Regular
00050	00000634	csk0004	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular
00050	00000633	LML2ndtest	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular
00050	00000632	cas12312412	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular
00050	00000631	JEN TEST MULTIPLE INV	10/23/2007	3MCOMPANY-001	0000000012	3M COMPANY	Regular
00050	00000630	csk00003	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular

APSC58

Find an Existing Value Tab

Step	Action
1	Enter information in any of the search fields.
2	Click Search .
3	Select the voucher you want to unpost.

APT52

4.21

UnPost Voucher

Voucher Details

Business Unit:

00050

Voucher:

00000639

Vendor

Vendor ID:

0000000012

3M COMPANY

ShortName:

3MCOMPANY-001

Voucher Information

Invoice:

20203

Origin:

PYM

Date:

10/23/2007

Group:

Gross Amount:

1,000.000

USD

Update Voucher

*Accounting Date:

10/23/2007

Reversal Accounting Date

Business Unit Default

Use Current Date

Use Specific Date

Accounting Date:

Unpost

Return to Search

Previous in List

Next in List

Notify

UnPost Voucher

Voucher Details

APSC59

UnPost Voucher page

Step	Action
4	View the Voucher Details page, if necessary.
5	Verify the Accounting Date is correct. It defaults to the current date.
6	Click the Unpost button.
7	When you receive the warning message, click OK to continue.

APT53

The voucher is unposted immediately.

UnPost Voucher

Voucher Details

Business Unit:

00050

Voucher:

00000639

Vendor

Vendor ID:

0000000012

3M COMPANY

ShortName:

3MCOMPANY-001

Voucher Information

Invoice:

20203

Origin:

PYM

Date:

10/23/2007

Group:

Gross Amount:

1,000.000

USD

Update Voucher

*Accounting Date:

10/23/2007

Microsoft Internet Explorer

Voucher 00000639 for business unit 00050 has been unposted. (7030,69)

This Voucher has been unposted.

OK

Unpost

Return to Search

Previous in List

Next in List

Notify

UnPost Voucher

Voucher Details

APSC60

Confirmation Message

Closing Vouchers

You close vouchers when you want the remaining liability to be written off the vendor balance and the voucher to be considered complete. When you close a voucher, accounting entries are reversed.

NOTE

Reversal vouchers are no longer used.

To be closed, a voucher must be:

- Posted
- Not selected for payment
- Not fully paid

To close a voucher, you access the voucher close component, pull up the voucher you want to close, and mark the voucher for close. When the posting process runs, the reversing accounting entries are created. When the budget-checking process runs for a non-PO voucher that is closed, the process will reverse the expenditure and add the money back to the budget. For a PO voucher that is closed, the process will reverse the expenditure and recreate the encumbrance.

When you close a PO voucher, you can choose to restore the encumbrance if you expect to receive another invoice. You can choose not to restore the encumbrance if you plan to liquidate the purchase order.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Close Voucher

Voucher Close

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

=

00050

Voucher ID:

begins with

00000768

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Close Status Indicator:

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

APSC61 Find an Existing Value Tab

Step	Action
1	Enter information in any of the search fields
2	Click Search .
3	Select the voucher you want to close.

APT54

Procedure | Mark the Voucher for Close

You can go to the *Voucher Details* page to view the details for the voucher. On the *Close Voucher* page, enter the date you want the voucher to be closed, click the *Mark Voucher for Closure* checkbox, and save the page.

Close Voucher

Voucher Details

Business Unit:00050

Voucher:00000768

Vendor

Vendor:00000000123M COMPANY

ShortName:3MCOMPANY-001

Voucher Information

Invoice:78398

Date:11/20/2007

Gross Amount:900.000 USD

Related Voucher

Origin:PYM

Group:

Entry Status:Postable

Close Status:Open

Header Budget Status:Valid

Non-Prorated Budget Status:Valid

Close Status:Open

Process Manual Close

Manual Close Date:11/21/2007

☒ Mark Voucher for Closure

Save

Return to Search

Notify

Close Voucher | Voucher Details

APSC62

Close Voucher page

Step	Action
4	In the Manual Close Date field, accept the current system date or enter a date so that the closing/reversing entries occur within the correct accounting period.
5	Select the Mark Voucher for Closure checkbox so the system will pick up the voucher in the next posting run for this business unit. The posting process creates the accounting entries to relieve the liability.
6	If the voucher is a non-PO voucher, click Save .

APT55

If the voucher is a PO voucher, a message will appear asking if you want to restore the encumbrance and reopen the voucher, or if you want to liquidate the voucher liability only.

You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)

Note: This process cannot be Undone.

If 'YES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available for further invoicing only for unreconciled PO's selected.

Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.

If 'No', only the voucher liability will be liquidated.

Yes

No

Cancel

APSC63

PO voucher message

Step	Action
7	If you want to restore the encumbrance and reopen the PO, click Yes .
8	If you want to close the voucher liability only, click No .

APT56

If you click *Yes* to restore the encumbrance and reopen the PO, the system asks you to select the PO you want to reopen.

PO Associated with the Voucher

Business Unit:00050

Voucher:00000768

☒ Select All

☐ Deselect All

Customize | Find | View All |

First1 of 1Last

Restore Encumbrance

PO Unit

PO No.

Status

1☒

00050

0008500016

D

APSC64

PO Associated with the Voucher

Step	Action
9	Select the Restore Encumbrance checkbox for the PO you want to reopen.
10	Click OK .

APT57

4.26

Close Voucher

Voucher Details

Business Unit:

00050

Voucher:

00000768

Vendor

Vendor:

0000000012

3M COMPANY

ShortName:

3MCOMPANY-001

Voucher Information

Invoice:

78398

Origin:

PYM

Header Budget Status:

Valid

Date:

11/20/2007

Group:

Non-Prorated Budget Status:

Valid

Gross Amount:

900.000 USD

Entry Status:

Postable

Related Voucher

Close Status:

Open

Process Manual Close

Manual Close Date:

11/21/2007

☒ Mark Voucher for Closure

Save

Return to Search

Notify

Close Voucher |

Voucher Details

APSC65

Close Voucher page

Step	Action
11	Click Save .

APT58

Chapter 5

Running ENCOMPASS Reports and Inquiries

Chapter Overview

After vouchers have been entered and paid, users can run a variety of reports and inquiries to view accounts payable information in ENCOMPASS.

Objectives

By the end of this chapter, you will be able to do the following:

- Run ENCOMPASS inquiries
- Create Run Control IDs
- Run ENCOMPASS reports

5.1

ENCOMPASS Standard Reports

ENCOMPASS offers a wide range of reporting possibilities. Your database contains a wealth of information that you’ve carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. The reporting capabilities in ENCOMPASS enable you to access the data you need and to present it in the form that is most useful for those who depend on you for financial and management information.

When you select a report menu item, you frequently have the choice of two actions: Add a New Value (Add) or Search (Update/Display). Both options enable you to print a predefined report. *What you’re adding or updating is not the reports themselves, but Run Controls.*

Run Control IDs

When you want to run a report, you need to tell the system where and how you want it to run. For most reports, you also need to set parameters that determine the content of the report, such as the business unit or time period.

A Run Control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a Run Control with those settings. The next time you run the report, you select the Run Control, and the system fills in the settings.

When you select a report from a menu, a search dialog box appears, asking for a Run Control ID. If you’re in Add mode, enter a new ID for the Run Control you’re about to define. If you’re in Update/Display mode, enter an existing Run Control ID or press Enter and select from the list of available Run Control IDs.

Important: Your Operator ID can only view Run Controls you create (Add). Run Controls cannot be deleted through the ENCOMPASS application. Also, Run Control IDs must be created without any spaces. For example, a Run Control ID for a Voucher Register could be VOUCHER_REGISTER. Use underscores to separate words.

Voucher Register

Run Control ID: VOUCHER_REGISTER

Report Manager

Process Monitor

Run

Language: English

Report Request Parameters

Business Unit: 00050

Date Range

From Date: 11/03/2007

Through Date: 11/03/2007

Print Options

Print Voucher Line

Print Distribution Line

Process Scheduler

Once you have entered all of the parameters required for the specific report you are running, you will click the **RUN** button to run the actual report. The Process Scheduler page will open and require you to determine how you want the report run. Most reports will run to the Web and to a .PDF file.

Process Scheduler Request

User ID: JHODGES

Run Control ID: VOUCHER_REGISTER

Server Name:

Run Date: 11/03/2007

Recurrence:

Run Time: 3:53:31PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Register	APY1010-	Crystal	Web	PDF	Distribution

OK

Cancel

The Server Name is part of the Process Scheduler Request. The GMIS department recommends not to enter any server name into this field as it will help in the processing of reports.

Report ID: APY1010		PeopleSoft Accounts Payable		Page No. 1		
VOUCHER REGISTER				Run Date 11/03/2007		
				Run Time 10:29:54 AM		
Business Unit: 00050						
For the period: 01-Oct-2007 through 31-Oct-2007						
Voucher Header Information						
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID		
04/01/2007	00000005	ZH752781_1_1	04/01/2007	0000000079		
Account Bal	Currency	Rate Type	Exchange Rate	Open Amt		
Approved	USD	CRRNT	1.00000000	200.00		
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount		
				0.00		
Voucher Line Information						
Line #	Description	Match Amt	Inv Item ID	Unit Price		
1		200.00		0.00		
Distribution Line Information						
Line #	Task Ref #	Account	Alt Account	Operating Unit		
1	0	110000		2008		

ENTAP Training

Exclusively for use by the State of Indiana
Issue Date: 01/18/2008



Exclusively for use by the State of Indiana
Issue Date: 01/18/2008

After the report runs, you must click the icons in the ENTAP Training

5.2

5.3

Adobe window to print the file or save it   omputer.

Step	Action
1	Navigate to the report you are running.
2	Enter the appropriate parameters required or optional for the report.
3	Click  to run the report.
4	Verify the report is running to WEB.
5	Enter the appropriate Format.
6	Click  to run the report.
7	Click Process Monitor to watch the process run.
8	When the process reads Success and Posted , click Details .
9	Click View Log/Trace to see the report.
10	Look for the file with the format you choose above, e.g. APY1010- 3345617.PDF.
11	Click on the link and your report will display.

APT59

5.4

Activity | Running a Voucher Register

Enter the following information in order to run the Voucher Register.

Navigation

Accounts Payable >> Reports >> Voucher >> Voucher Register


Report Request Parameters

Business Unit: 00050
From Date: 10/01/07
Through Date:: 10/31/07

Optional Values:

- Print Voucher Line – shows some additional information regarding the voucher including the withholding information and tax information. May not be applicable for the State of Indiana.
- Print Distribution Line – shows the actual ChartFields entered on the voucher line.

If your screen doesn’t reflect the one below, please notify the instructor.



Report ID: APY1010

PeopleSoft Accounts Payable

VOUCHER REGISTER

Page No. 1

Run Date 11/09/2007

Business Unit: 00050

For the period: 01-Oct-2007 through 31-Oct-2007

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Voucher ID	Voucher Name	Origin	Operator	Entry Date	Authr Dt	Post Date	Doc Cntrl ID
04/01/2007	00000005	00000005	04/01/2007	00000005	#1 GREEN TWP VOL FIRE DEPT	PNR	DRJLS/SH	04/01/2007	04/01/2007	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Unit Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Disct Due Dt
Approved	USD	CRRNT	1.000000000	200.00	0.00	0.00	0.00	0.00	0.00	04/01/2007	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Creation Type	VAT Certificate ID	Phone	S	U	F	M
				0.00				Y	Y	Y	N
											Upon Rec

Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WITHD	Disc A
1		200.00		0.00	Y	STND
Sales/Tax		Sales/Tax	Exception Type	Exception Certificate	Intrastat Nature of Transaction	VAT Code
None						VAT Amount
						0.00

Distribution Line Information

Line #	Sub Proj #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Office	Open Item ID	Status	Stat Ctl	Merch Amt
	Program	Class	Budget Proj	Product	Project ID			Vehicle Desc			Shipment Amt
1	0	10000		2008	10020	007001					200.00
											0.00

APSC69

5.5

Activity | Running a Payment History by Vendor Report

Enter the following information in order to run the Payment History by Vendor report.


Navigation

Accounts Payable >> Reports >> Vendor >> Payment History by Vendor

Report Request Parameters

From Date: 01/01/2007
Through Date: 03/30/2007
Print Options: Summary
Vendor: 0000005509 IKON Office Solutions

If your screen doesn’t reflect the one below, please notify the instructor.



Report ID: AP12008

PeopleSoft Accounts Payable

Page No.

11/27/2007

2:58:37 PM

SUMMARY PAYMENT HISTORY BY VENDOR

From: Jan/01/2007

To: Mar/30/2007

Remit Vendor: STIND 0000005509

Payment Currency: USD

Bank Account: AOS 030123456

Payment Ref	Date	Handling	Status	Remit to	Pay Cycle	Seq	Payment Amount	Document Sequence
0000000514	Jan/09/2007	GP	Paid	IKON OFFICE SOLUTIONS INC PO BOX 740541 ATLANTA, GA 30374-1750 United States	PMFAOS	35	515.00 USD	
0000000515	Jan/09/2007	GP	Paid	IKON OFFICE SOLUTIONS INC PO BOX 740541 ATLANTA, GA 30374-1750 United States	PMFAOS	35	365.00 USD	
0000000530	Feb/07/2007	GP	Paid	IKON OFFICE SOLUTIONS PO BOX 740541 ATLANTA, GA 30374 United States	PMFAOS	37	904.96 USD	

APSC70

ENCOMPASS Inquiries

ENCOMPASS Inquiries work very similar to the way the reports work. Some pages require Run Control IDs the same as reports. Most pages require parameters or search criteria for the inquiry. In addition, the Inquiry page saves all the parameters entered so that the next time you open the page, you will be able to keep the same information or change it.

Voucher Inquiry

Search Criteria

Search Name

ALL

From

00050

To

00050

Business Unit

00050

Invoice Id

Vendor SetID

STIND

Short Name

Vendor ID

Vendor Location

Invoice Date

Due Date

Entered Date

Origin Set ID

Origin

Control Group ID

Contract ID

Lease Number

APSC71

Activity | Running Voucher Inquiry




Enter the following information in order to run the Voucher Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Vouchers >> Voucher

Search Parameters

Business Unit: 00050
Vendor SetID: STIND
Vendor ID: 0000066519

- 1 Click  – see screen shot on next page.
- 2 Click  to see all of the details about the voucher.
- 3 Click  under Accounting Entries for voucher 00000726 – see screen shot on next page.

Running Voucher Inquiry | Results

If your screens do not reflect the ones below, please notify the instructor.

Sort Criteria									
*Sort By:	Voucher ID		*Sort Asc/Dsc:		Ascending		Sort Display		
▶ Display Currency Criteria									
▶ Late Interest Analysis									
Voucher Inquiry Results									
					Customize Find View All		First 1 of 1 Last		
Voucher Details		Amounts		More Details					
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
00050	00000726	LMS36053	10/25/2007	0000066519		No Match			FIVELAKESC-002

APSC72

Voucher Inquiry Results														
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch VAT
00050	00000726	LMS36053	10/25/2007	0000066519	No Match				FIVELAKESC-002	USD	500.000	500.000	0.000	0.000

APSC73

Voucher Accounting Entries

*Business Unit:00050

Voucher ID:00000726

Invoice Number:LMS36053

*Accounting Line View Option:Standard

Show Foreign Currency

Search

Reset

Invoice Date:10/25/2007

Vendor ID:0000066519

Vendor Name:FIVE LAKES CONSERVATION ASSOCI

Accounting Information

Find | View All

First1 of 1Last

Posting Process: AP Accrual

GL Dist Status:None

Customize | Find | View All

First1 of 6Last

Main Information

Chartfields

Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-250.000 USD		ACTUALS	00050
Plant Mgmt Plan Update Service	250.000 USD		ACTUALS	00050
Accounts Payable	-100.000 USD		ACTUALS	00050
Plant Mgmt Plan Update Service	100.000 USD		ACTUALS	00050
Accounts Payable	-150.000 USD		ACTUALS	00050
Plant Mgmt Plan Update Service	150.000 USD		ACTUALS	00050

APSC74

Activity | Running Payment Inquiry

Enter the following information in order to run the Payment Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Payments >> Payment

Search Criteria

Bank SetID: STIND
Bank Code: CHASE
Bank Account: 6036

1 Click – see screen shots on next pages.

2 Click Additional Info.

3 Click Vendor Details.

4 Click the link for one of the Payment Reference IDs.

5 Click Voucher ID.

Running Payment Inquiry | Results

Payment Inquiry Result									
Customize Find View All First 1-19 of 19 Last									
Payment Details Additional Info Vendor Details Financial Gateway									
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000010	Check	501.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000011	Check	1,002.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000012	Check	75.000	USD	10/19/2007	10/19/2007	Paid	Unrecon	
VCHR	0000000013	Check	101.030	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000014	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000015	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000016	Check	1,009.530	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000017	Check	4,000.660	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000018	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000019	Check	10,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000020	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000021	Check	1,000.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000022	Check	2,015.780	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000023	Check	2,800.260	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000024	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000025	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000026	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	

APSC75

Payment Inquiry Result									
Customize Find View All First 1-19 of 19 Last									
Payment Details Additional Info Vendor Details Financial Gateway									
Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Bank Account #	Description
VCHR	0000000010	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000011	Unposted	No Cancel		SDO1	5	6036	193151256	CHASE
VCHR	0000000012	Unposted	No Cancel		QUICK3	19	6036	193151256	CHASE
VCHR	0000000013	Unposted	No Cancel		ZH1023	2	6036	193151256	CHASE
VCHR	0000000014	Unposted	No Cancel		ZH1	2	6036	193151256	CHASE
VCHR	0000000015	Unposted	No Cancel		CAS001	2	6036	193151256	CHASE
VCHR	0000000016	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000017	Unposted	No Cancel		PCSDO	2	6036	193151256	CHASE
VCHR	0000000018	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000019	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000020	Unposted	No Cancel		QUICK4	4	6036	193151256	CHASE
VCHR	0000000021	Unposted	No Cancel		CHASE	2	6036	193151256	CHASE
VCHR	0000000022	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000023	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000024	Unposted	No Cancel		XXXSDO	4	6036	193151256	CHASE
VCHR	0000000025	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	0000000026	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	LMS12345	Unposted	No Cancel				6036	193151256	CHASE
VCHR	LMS12346	Unposted	No Cancel				6036	193151256	CHASE

APSC76

5.12

Payment Inquiry Result							
Payment Details		Additional Info		Vendor Details		Financial Gateway	
Source	Payment Reference ID	Vendor Name	Vendor ID	Address	City	State	Postal
VCHR	0000000010	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000011	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000012	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000013	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000014	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000015	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000016	HIRAM J HASH AND SONS INC	0000000025	PO BOX 39037	INDIANAPOLIS	IN	46239-0037
VCHR	0000000017	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000018	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000019	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000020	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000021	MEMMER, BETH	0000114764	AUDITOR OF STATE	1000 100500 SPL 1000		
VCHR	0000000022	3M COMPANY	0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674

APSC77

Vouchers For a Payment

Bank Name:

CHASE

Bank Account #:

193151256

Pay Cycle:

SDO1

Seq Num:

5

Vendor Name:

3M COMPANY

Address:

2807 PAYSPHERE CIRCLE

CHICAGO

IL

60674

USA

Payment Amount:

1,002.000

USD

Payment Method:

CHK

Description:

Back To Payment Inquiry

Pymnt Ref ID:

0000000011

Accounting Date:

10/17/2007

Payment Date:

10/17/2007

Days Outstanding:

20

Payment Clear Date:

Reconcile Date:

Value Date:

10/17/2007

Customize

Find

View All

First

1 of 1

Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
00405	00033734	1	10/17/2007	78309	1,002.000	1,002.000	USD			Accounts Payable Vouchers

APSC78

Voucher Inquiry Results									
Voucher Details		Amounts		More Details		Customize Find View All First 1 of 1 Last			
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
00405	00033734	78309	10/17/2007	0000000012		No Match			3MCOMPANY-001

APSC79

Chapter 6 Processing SDO Payments

Chapter Objective

This chapter provides instruction on processing SDO payments in ENCOMPASS.

Chapter Objectives

By the end of this chapter, you will be able to:

- Prepare and process Pay Cycle SDO payments
- Prepare and process SDO reimbursements
- Reset Pay Cycles
- Post payments
- Cancel payments

6.1

Entering SDO Vouchers

To enter an SDO voucher, most of the information you enter is the same as for regular vouchers, as presented in Chapter 2: Entering Vouchers. However, for SDO payments you enter different information on the Payments page.

If your agency runs SDO Pay Cycles to print SDO checks on check stock, you select your agency’s SDO Bank and Account, select CHK as the Method, and select SD as the Handling Code. These vouchers will then go through your agency’s approval process. After the vouchers have been approved and budget-checked, payments can be created and printed when the SDO Pay Cycle is run.

If your agency writes manual SDO checks and records them in ENCOMPASS, you still enter the vendor, item, and accounting information as for a regular vouchers. On the Payments page, you record the manual payment. You select your agency’s SDO Bank and Account. However, before you can record the check number, the SDO voucher must be approved via your agency’s approval process. After the voucher is approved, you can record the manual payment. You go to the Payments page, select Record as the Action and enter the Payment Date and Reference. The Method then automatically defaults to MANUAL.

If entering a new voucher:

Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Add a New Value

If recording manual payment for existing voucher:

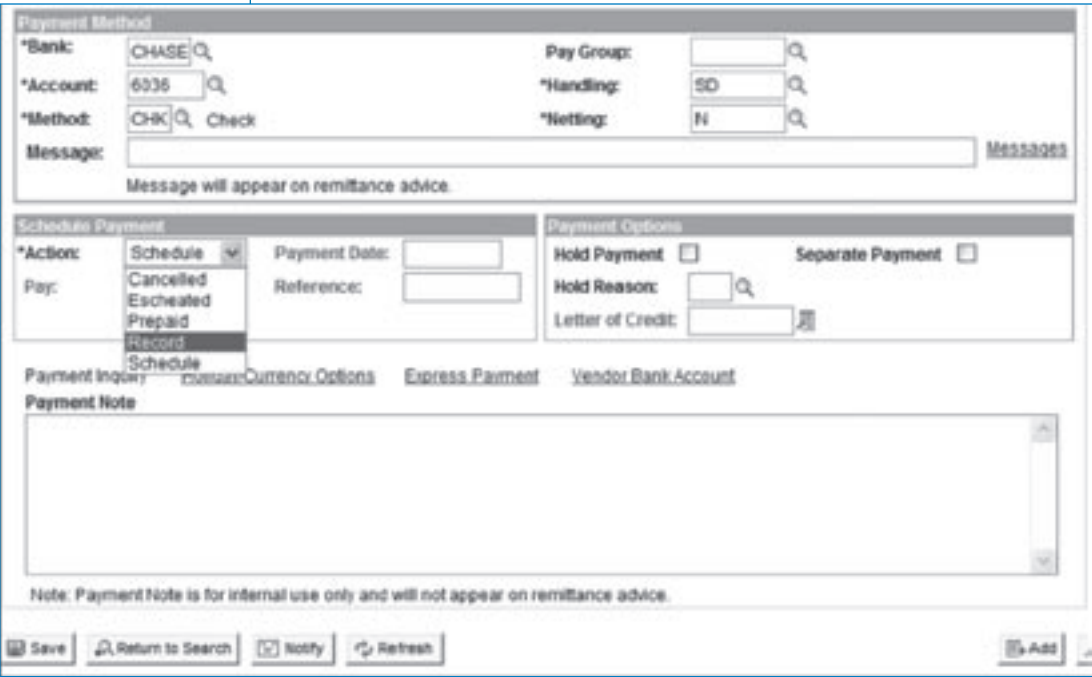
Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Find an Existing Value



APSC80

Payments page



APSC81

Step	Action
1	Verify the <i>Remit To</i> address.
2	Select your agency's SDO <i>Bank</i> and <i>Account</i> .
3	Select <i>SD</i> as the <i>Handling Code</i> .
4	Select <i>CHK</i> as the <i>Method</i> for payments that will be created via a Pay Cycle.
5	To record a manual payment for SDO payments only , select <i>Record</i> in the <i>Action</i> field in the Schedule Payment section of the voucher. NOTE: The voucher must go through the approval process before a manual payment can be recorded. <ul style="list-style-type: none">• Action = Record• Payment Date• Reference = Check Number
6	Select the <i>Hold Payment</i> checkbox to prevent a voucher from being paid. You must select a <i>Hold Reason</i> . Also, you must enter a detailed explanation in the <i>Payment Notes</i> box.
7	Click <i>Save</i> .

APT60

Processing SDO Payments

If your agency makes SDO payments by running Pay Cycles in ENCOMPASS, follow the procedures described in this section.

Pay Cycles are used to pay groups of vouchers that share certain characteristics. You can run Pay Cycles over and over again, using the same criteria to select your SDO payments, by simply updating the date information for an existing Pay Cycle. Before SDO vouchers can be picked up in a Pay Cycle, the vouchers must pass budget checking, and they must be approved and posted. SDO vouchers are approved by the agency only; they are not routed to AOS for approval.

To process SDO payments:

- A. Define Pay Cycle (if you do not have one already defined)
- B. Run the Pay Cycle

Navigation

Accounts Payable >> Payments> > Pay Cycle Processing >> Payment Selection Criteria

Procedure | Define Pay Cycle

If you do not have an existing Pay Cycle, use the Add a New Value tab to add a new one. Pay Cycles can be reused; therefore, the Pay Cycle should be named accordingly.

Payment Selection Criteria

Find an Existing Value

Add a New Value

Pay Cycle:

Add

Find an Existing Value

Add a New Value

APSC82 Payment Selection Criteria

Step	Action
1	Enter <i>Pay Cycle</i> name.
2	Click <i>Add</i> .

APT61

On the Dates page, change the Pay Cycle Selection Dates to a range that will select all the SDO vouchers you want to pay.

APSC83

Dates page

Field	Description
Pay From Date	Beginning date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the Pay From Date, the voucher can be paid in the current Pay Cycle.
Pay Through Date	Ending date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher. If the scheduled pay date is on or before the Pay Through Date, the voucher can be paid in the current Pay Cycle.
Payment Date	The system tags all payments created in the Pay Cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the Pay Through Date. The scheduled pay date has to be between the Pay From Date and the Pay Through Date so that it is included in the Pay Cycle.
Next Pay Through Date	Enter the end date for the next Pay Cycle payment period. (This date must be equal to or greater than the Pay Through Date.)
Next Payment Date	Enter the payment date for the next scheduled Pay Cycle. You may enter a hypothetical date.

APT62

Step	Action
1	In the <i>Description</i> field, enter a description for the Pay Cycle, if you are creating a new Pay Cycle.
2	In the <i>Pay From Date</i> field, enter 01/01/1900.
3	In the <i>Pay Through Date</i> , enter today's date.
4	In the <i>Payment Date</i> , enter today's date.
5	In the <i>Next Pay Through Date</i> , enter a future date.
6	In the <i>Next Payment Date</i> , enter a future date.
7	All of the other fields on the page should stay as defaulted.
8	Click <i>Save</i> .

APT63

On this page, most of the options are not used by the State of Indiana for SDO payments. Listed below are the fields that the State uses.

APSC84

Preferences page

Step	Action
1	In the <i>Approval</i> field, enter User.
2	Verify <i>Netting Option</i> is <i>N</i> .
3	Change <i>Step Group</i> to <i>SDO</i> .
4	Confirm <i>Credit Vouchers</i> shows <i>Process Credit Vouchers</i> .
5	Confirm <i>Date Limit</i> shows <i>No Date Limit</i> .
6	Click <i>Save</i> .

APT64

The Source/BU page requires the Business Unit and Location Code information from which the Pay Cycle will be run.

APSC85

Source/BU page

Step	Action
1	Select the <i>Process</i> checkbox under the Source header.
2	<i>Source Transaction</i> field will always be <i>VCHR</i> .
3	Select the <i>Process</i> checkbox under the Business Unit header.
4	Change <i>Business Unit</i> to appropriate Business Unit.
5	Select the appropriate SDO <i>Location Code</i> .
6	Click <i>Save</i> .

APT65

SDO Pay Cycles require data in the following banking information fields.

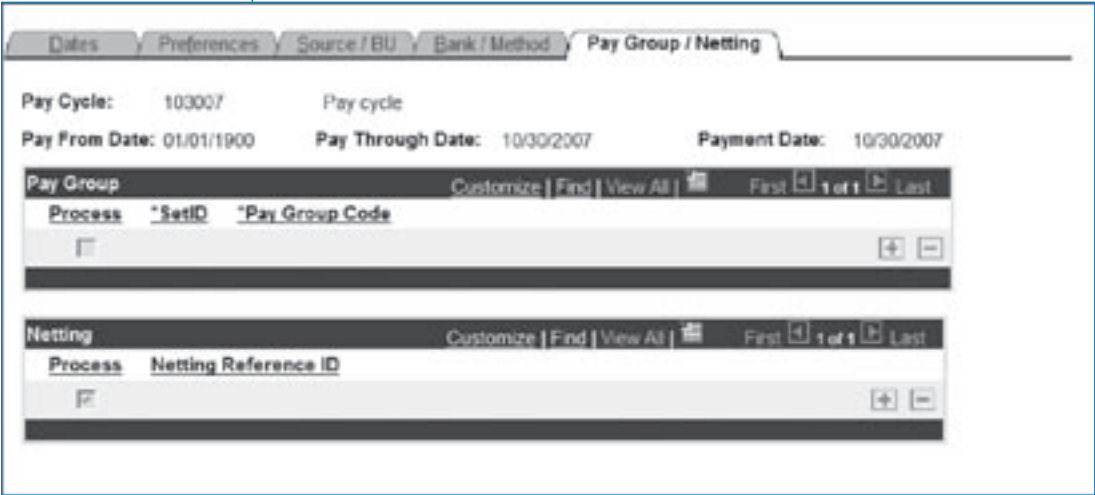
APSC86

Bank/Method page

Step	Action
1	Verify that the <i>SetID</i> is <i>STIND</i> .
2	Select the agency's SDO <i>Bank</i> .
3	Select the SDO <i>Account</i> .
4	Verify that the <i>Process</i> checkbox in the Pay Method section is checked.
5	Select the <i>Payment Method</i> of <i>System Check</i> .
6	Click <i>Save</i> .

APT66

This page is only used by agencies that use vendor Pay Groups. The State of Indiana does not use AR/ AP Netting.



APSC87

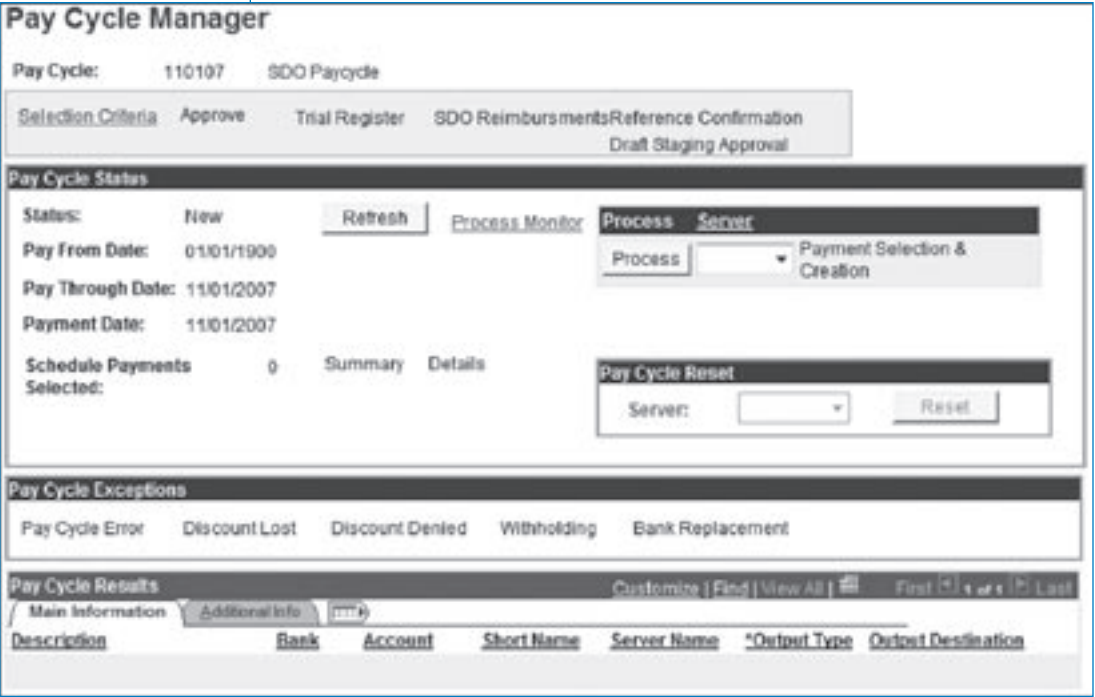
Pay Group/ Netting page

Step	Action
1	If you use Pay Groups, select the <i>Pay Group</i> checkbox.
2	Select the <i>SetID</i> .
3	Select the <i>Pay Group Code</i> .
4	Add as many <i>rows</i> as necessary to include all required Pay Group Codes.
5	Click <i>Save</i> .

APT67

Procedure | Run the Pay Cycle

The Pay Cycle Manager searches for all scheduled payments for all banks and payment methods defined by the Pay Cycle.



APSC88

Pay Cycle Manager

Step	Action
1	Select <i>PSNT</i> in the <i>Server</i> list (next to the <i>Process</i> button).
2	Click <i>Process</i> to start the Pay Cycle.
3	Click the <i>Process Monitor</i> link to see the processing cycle.
4	Click the <i>Refresh</i> button to see the status when the Pay Cycle is complete. Status will change from <i>New</i> to <i>Running</i> to <i>Created</i> .
5	Click the <i>Trail Register</i> link to view payments ready for processing.

APT68

The Trial Register is a report that shows all of the payments. Before running this report for the first time, you need to create a Run Control ID to set up the parameters for running the report. After you have created a Run Control ID, you can reuse it the next time you run the Trial Register.

Trial Register

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Run Control ID: begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

APSC89

Trial Register

Step	Action
1	Click <i>Add a New Value</i> .
2	Enter a value for this report. Note: Run Control IDs must not have any spaces. Use an underscore instead of a space in all Run Control IDs (e.g., TRIAL_REGISTER).
3	Click <i>Add</i> .

APT69

On this page, the report requires the name of the active Pay Cycle.

Register

Run Control ID: TRIAL_REGISTER

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

Report Request Parameters

Pay Cycle:

[Pay Cycle Manager](#)

APSC90

Trial Register

Step	Action
1	Enter the name of the Pay Cycle.
2	Click <i>Run</i> .
3	Click the checkbox by <i>Trial Register by Voucher</i> .

Process Scheduler Request

User ID: R209999

Run Control ID: LED001

Server Name: PSNT

Run Date: 11/05/2007

Recurrence:

Run Time: 4:33:24 PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Trial Register	APY2035	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Trial Register by Voucher	SOAP007	Crystal	Web	PDF	Distribution

APSC91

4

Click *OK*.

5

Click the *Process Monitor* link to view the process running.


6

When process reads *Success* and *Posted*, click *Details* to view the report.

7

Click the *View Log/Trace* link to find the PDF file.

APT70

Step	Action
8	Click the PDF file link SOIAP007 3346306.PDF to view the report.
	 <p>The screenshot displays the 'PEOPLE SOFT' AP TRIAL PAYMENT REGISTER. Key details include: Report ID: SOIAP007, Payment Cycle: 100107, Bank Account: CHASE 6036, and a payment of \$100.00 to 3M COMPANY. The report is dated 11/10/20.</p>
9	Click <i>Return</i> .
10	Click <i>OK</i> .
11	Scroll down page and click the <i>Go back to Trial Register</i> link.
12	Click the <i>Pay Cycle Manager</i> page link to go back to the Pay Cycle Manager page.

APT71

6.14

Pay Cycles, just like vouchers, require approval. Click the *Approve* link to move to the Pay Cycle Approval page.

Pay Cycle Manager

Pay Cycle: SDOBB SDO PAYCYCLE

[Selection Criteria](#)
[Approve](#)
[Trial Register](#)
[SDO ReimbursementsReference Confirmation](#)
[Draft Staging Approval](#)

Pay Cycle Status

Status: Created
 [Refresh](#)
[Process Monitor](#)

Pay From Date: 01/01/1900
 Pay Through Date: 11/13/2007
 Payment Date: 11/13/2007

Schedule Payments Selected: 3
 [Summary](#)
[Details](#)

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Exceptions

[Pay Cycle Error](#)
[Discount Lost](#)
[Discount Denied](#)
[Withholding](#)
[Bank Replacement](#)


Pay Cycle Results

[Main Information](#)
[Additional Info](#)
[Customize](#)
[Find](#)
[View All](#)
[First](#)
[1 of 1](#)
[Last](#)

Description	Bank	Account	Short Name	Server Name	Output Type	Output Destination
	CHASE	6036	Created		File	

APSC93

Approve

Step	Action
1	<p>To approve the Pay Cycle, click Approve.</p> 
2	<p>To reject, click <i>Reject</i> (see the <i>Rejecting and Resetting Pay Cycles</i> section of this chapter for the complete Reject process).</p>

6.15

3	An optional step is to click the Paycycle Summary link. This page shows you a listing of all payments, similar to the Trial Register.
4	If approved, click the <i>Pay Cycle Manager</i> link.
5	Enter the <i>Server Name</i> of <i>PSNT</i> (located at the bottom of the page).

Pay Cycle Manager

Pay Cycle: LED001

[Selection Criteria](#)
[Approve](#)
[Trail Register](#)

[Reference Confirmation](#)
[Draft Staging Approval](#)

Pay Cycle Status

Status: Approved
 [Refresh](#)
[Process Monitor](#)

Pay From Date: 01/01/1900

Pay Through Date: 11/06/2007

Payment Date: 11/06/2007

Schedule Payments Selected: 1
 [Summary](#)
[Details](#)

Pay Cycle Reset

Server:

Pay Cycle Exceptions

[Pay Cycle Error](#)
[Discount Lost](#)
[Discount Denied](#)
[Withholding](#)
[Bank Replacement](#)

Pay Cycle Results

[Customize](#)
[Feed](#)
[View All](#)

[Feed](#)
1 of 1

Process	Description	Bank	Account	Short Name	Server Name	Output Type	Output Destination
Process	Print Checks	CHASE	6036	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>

APSC95

6	Enter the <i>Output Type</i> of Web.
7	Click the <i>Process</i> button. Status will change to Completed

APT72

NOTE

This Pay Cycle can be re-used for all future SDO Payment Pay Cycles.

Creating SDO Payment Reimbursements

In order for agencies to be reimbursed for their manual and Pay Cycle SDO payments, an SDO Payment Worksheet detailing vouchers paid from the SDO account must be created, approved by the agency, and submitted to AOS for final approval and reimbursement processing.

Navigation

[Accounts Payable >> Payments >> SDO Payments Reimbursement >> Create Reimbursement Worksheet](#)


Creating an SDO Reimbursement Worksheet and SDO Transmittal Form

Use the Add a New Value tab to enter the SDO Bank information for the Reimbursement Worksheet.

Reimbursement Selection

Add a New Value

Bank SetID: 

Bank Code: 

Bank Account: 

Add

APSC96 Reimbursement Selection

Step	Action
1	Enter the <i>Bank SetID</i> .
2	Enter the <i>Bank Code</i> .
3	Enter the <i>SDO Bank Account</i> .
4	Click <i>Add</i> .

APT73

Enter the required select criteria.

SDO Reimb Selection

SDO Payment Reimbursement Selection

Bank/Account

Bank SetID:	STND	Bank ID:	074000010	CHASE
Bank Code:	CHASE	Account #:	193151258	SDO FSSA 00405 LP9036
Bank Account:	6036	SDO Reimbursement ID	NEXT	Status: Now

Enter Search Criteria

Pay From Date

📅

Pay Through Date

📅

Search

Payment ID From

🔍

Payment ID To

🔍

Select All

Deselect All

APSC97

SDO Reimbursement Selection

Step	Action
1	Enter <i>Pay From Date</i> and <i>Pay Through Date</i> (optional).
2	Enter <i>Payment ID From</i> and <i>Payment ID To</i> (optional).
3	Click the <i>Search</i> button.
4	Select the payments to be added to the SDO Reimbursement Worksheet.

The screenshot displays a software interface for managing SDO Reimbursement Worksheets. At the top, there are buttons for 'Select All' and 'Deselect All'. Below these is a table with the following columns: 'Select', 'Payment Date', 'Payment Number', 'Payment Reference', and 'Payment Amount'. The table contains three rows of data:

Select	Payment Date	Payment Number	Payment Reference	Payment Amount
<input type="checkbox"/>	10/25/2007	0000000043	0000000040	1152.530
<input type="checkbox"/>	11/01/2007	0000000044	0000000041	830.900
<input type="checkbox"/>	11/06/2007	0000000045	0000000045	150.250

Step	Action
5	Click the Submit For Approval button.

6

The selected payment lines status is updated to Submitted, and the SDO Reimbursement ID is assigned. The button becomes available.

SDO Reimbursement Approval

SDO Reimbursement Approval

Bank SetID: STND Bank ID: 074000016 CHASE

Bank Code: CHASE Account #: 183151216 SDO FISA 00405 LP000

Bank Account: 0035 SDO Reimbursement ID: 0000000028 Status: Submitted

Payment Info

Reimbursement Info

Modification History

Help

Select	Status	Payment Date	Payment Number	Payment Reference	Payment Amount	Limit Exceeded	Comments
<input type="checkbox"/>	Submitted	11/6/2007	0000000044	0000000041	800.000	No	

APSC99

7

Click the  button.

8

SOIAP026 will process using the SDO Reimbursement ID as the Run Control ID.

Process List

New Process Request For

User ID: J200009 Type: Limit: 7 Days Refresh

Server: Name: Instance: to

Run: Distribution: Status: ☒ Save On Refresh

Process List First Last

Select	Instance ID	Sys. Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
	3346808	Crystal	SCWPCS	J200009	8000050038	11/07/2007 11:46 AM	Queued	N/A	

APSC100

9

When the process completes, click the *Details* Link and then click the *View Log/Trace* link.

10 To open the SDO Reimbursement Worksheet for review and printing, click the SOIAP026_3346867.PDF. (The PDF naming convention is 'SOIAP026_' + 'Process Instance'.)

View Log/Trace

Report

Report ID: 1761797

Process Instance: 3346867

Message Log

Name: SOIAP026

Process Type: Crystal

Run Status: Success

SDO Transmittal Form

Distribution Details

Distribution Node: XCOPY

Expiration Date: 11/14/2007

File List

Name	File Size (bytes)	Datetime Created
CRW_SOIAP026_3346867.log	0	11/07/2007 9:32:14 457000AM IND
SOIAP026_3346867.PDF	49,697	11/07/2007 9:32:14 457000AM IND
passtrace.trc	509	11/07/2007 9:32:14 457000AM IND

Distribute To

Distribution ID Type

Distribution ID

APSC101

11 Print the SDO Payment Reimbursement/SDO Transmittal Form and have it WET SIGNED by the SDO Officer. NO SIGNATURE STAMPS ACCEPTED.



SDO Transmittal Form

SDO Reimbursement ID: 000000027

Business Unit: 00405

Bank Account: 100151256

Local Purchasing Number: 502296000

SDO Officer: MEMADR, SETH

Print Date: 11/7/2007

Bar code information includes:





SDO Certification

Vendor ID	Vendor Name	Expenditure Account Fund	Voucher ID	Payment ID	Payment Date	Gross Amount	Single Payment Limit exceeded
000000009	IKON OFFICE SOLUTIONS		00000046	000000042	10/31/2007	1,578.41	Yes
		112251	10020				
000000012	3M COMPANY		00000096	000000049	11/1/2007	2,500.00	Yes
		112251	10020				
Total						4,078.41	

APC02

12 Physically send the signed SDO Transmittal Form to AOS.

APT74

Resetting Pay Cycles

Resetting the Pay Cycle allows you to deselect vouchers for payment after you run a Pay Cycle but before you print the checks. For example, after reviewing the Trial Register, you may find errors or decide that you do not want to pay certain vouchers that were selected. If so, you must reset the Pay Cycle, make corrections or put vouchers on hold so they won't be selected in the Pay Cycle, and then rerun the Pay Cycle.

After you correct vouchers and take them off hold, they must again go through document tolerance, budget-checking, and approvals. Then they will be picked up in the next Pay Cycle.

NOTE

If you have approved the Pay Cycle, you must reject it before you can reset it. See Rejecting a Pay Cycle in this chapter.

Navigation

Accounts Payable >> Payments >> Pay Cycle Processing >> Pay Cycle Manager

Pay Cycle:TR110100050

Selection Criteria

Approve

Trial Register

AOS File Creation

Claim Voucher/Abstract

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status:Created

Refresh

Process Monitor

Pay From Date:01/01/1900

Pay Through Date:12/01/2007

Payment Date:11/06/2007

Schedule Payments Selected:3

Summary

Details

Pay Cycle Reset

Server:PSNT

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

Customize | Find | View All | First 1 1 of 2 Last

Main Information

Additional Info

Description

Bank

Account

Short Name

Server Name

Output Type

Output Destination

AOS

AOS

Created

File

AOS

AOS

Created

File

APSC102

Pay Cycle Manager

Step	Action
1	In the Pay Cycle Reset box, select <i>PSNT</i> as the <i>Server</i> .
2	Click the <i>Reset</i> button.

APT75

Reset Pay Cycle TR1101? (7250,8)

If you reset a Pay Cycle, all the scheduled payments selected and/or created for payment in the Pay Cycle will be unselected.

OK

Cancel

APSC103

Warning Message

Step	Action
3	Click <i>OK</i> .

APT75b

The Status is Reset.

Pay Cycle:TR110100050

Selection Criteria

Approve

Trial Register

AOS File Creation

Claim Voucher/Abstract

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status:Reset

Refresh

Process Monitor

Pay From Date:01/01/1900

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Schedule Payments Selected:0

Summary

Details

Pay Cycle Reset

Server:

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

Customize | Find | View All | First 1 1 of 1 Last

Main Information

Additional Info

Description

Bank

Account

Short Name

Server Name

Output Type

Output Destination

APSC104

Pay Cycle Manager

Step	Action
4	Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to re-create the payments
5	Make corrections to vouchers as needed. Or, you can put problem vouchers on hold to correct later and run the Pay Cycle again right away, to avoid holding up other payments in the Pay Cycle.
6	After making corrections or putting problem vouchers on hold, navigate to Pay Cycle manager and find the Pay Cycle.
7	Select the <i>Server</i> and click the <i>Process</i> button to rerun the Pay Cycle.
8	To complete the payment processing, follow the steps outlined in the Processing SDO Payments section.

APT76

Rejecting a Pay Cycle

If you have approved a Pay Cycle and need to reset it, you must first reject the Pay Cycle.

Pay Cycle Manager

Pay Cycle:TR110100050

Selection Criteria

Approve

Trial Register

AOS File Creation

Claim Your Asset/Rebate

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status:Created

Refresh

Process Monitor

Pay From Date:01/01/1900

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Schedule Payments Selected:14

Summary

Details

Pay Cycle Reset

Server:

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

Customize

Find

View All

First

1-2 of 2

Last

Main Information

Additional Info

Description	Bank	Account	Short Name	Server Name	*Output Type	Output Destination
	AOS	AOS	Created		File	
	AOS	AOS	Created		File	

APSC105 Pay Cycle Manager

Step	Action
1	Click the <i>Approve</i> link.

APT77

Pay Cycle Approval

Pay Cycle:TR110100050

Pay Cycle Manager

Pay Cycle Payments/Drafts

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Scheduled Payments:14

Paycycle Summary

Status:Created

Approve

Reject

Pay Cycle Results

Customize

Find

View All

First

1-2 of 2

Last

Status	SetID	Bank	Account	Payment File	Form ID	Settle by	Positive Payment Form	File Copy Form	First Payment
Created	STND	AOS	AOS	Checks	CHECK2	Pay Cycle			11000267
Created	STND	AOS	AOS	Check Advice	CHECK2	Pay Cycle			11000267

APSC106 Pay Cycle Approval

Step	Action
2	Click the <i>Reject</i> button.

APT78

The Reject button is grayed out and the Status is Rejected.

Pay Cycle Approval

Pay Cycle:TR110100050

Pay Cycle Manager

Pay Cycle Payments/Drafts

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Scheduled Payments:14

Paycycle Summary

Status:Rejected

Approve

Reject

Pay Cycle Results

Customize

Find

View All

First

1-2 of 2

Last

Main Information

Additional Info

Status	SetID	Bank	Account	Payment File	Form ID	Settle by	Positive Payment Form	File Copy Form	First Payment
Rejected	STND	AOS	AOS	Checks	CHECK2	Pay Cycle			11000267
Rejected	STND	AOS	AOS	Check Advice	CHECK2	Pay Cycle			11000267

APSC107 Pay Cycle Approval

Step	Action
3	Make corrections as needed. Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to create the payments
4	After making corrections, navigate to Pay Cycle manager and find the Pay Cycle.

APT79

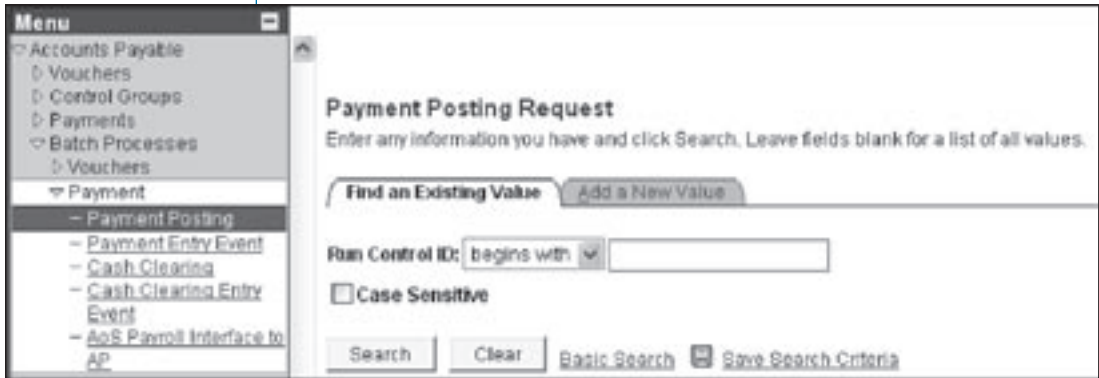
Posting Payments

Payments are automatically posted in a batch process that runs overnight. Payment posting creates the accounting entries that offset the liability created by the voucher and credit the cash account. These entries are posted to the general ledger when the Journal Generator process runs.

Most users will not be able to post payments. However, a few users will have access to unpost payments.

Navigation

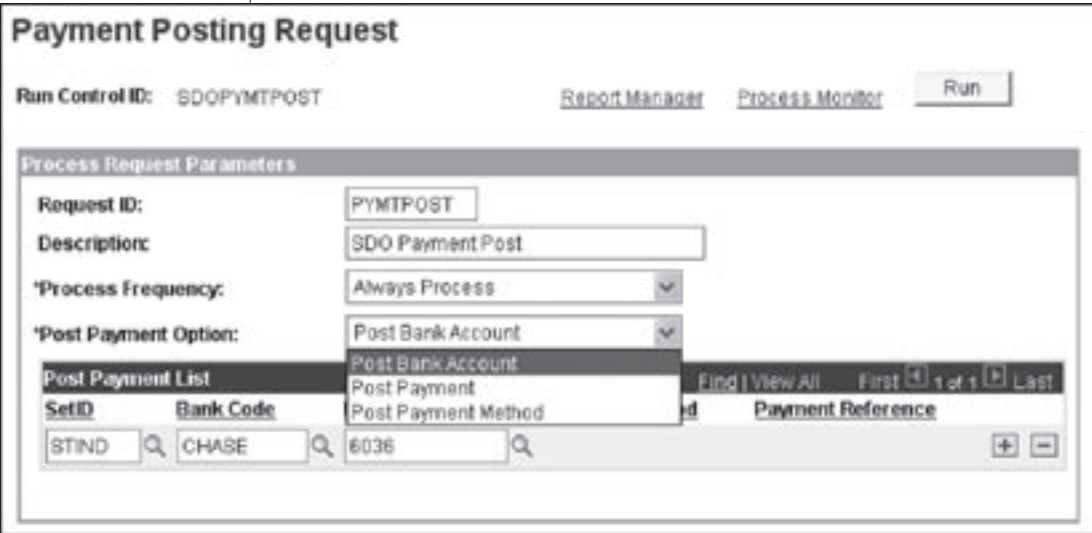
Accounts Payable >> Batch Processes> > Payment >> Payment Posting




APSC108 Payment Posting Request

Step	Action
1	If this is the first time you are running this process, click the <i>Add a New Value</i> tab and enter a <i>Run Control ID</i> . Any subsequent times, click <i>Find an Existing Value</i> and select the <i>Run Control ID</i> defined previously.
2	Click <i>Search</i> .

APT80



APSC109 Payment Posting Request

Step	Action
3	Enter a value in the <i>Request ID</i> field.
4	In the <i>Description</i> field, enter <i>SDO Payment Post</i> .
5	In the <i>Process Frequency</i> drop-down box, select <i>Always Process</i> .
6	In the <i>Post Option</i> drop-down box, select <i>Post Bank Account</i> . Other options are <i>Post Payment</i> and <i>Post Payment Method</i> .
7	In the <i>Payment Options</i> box, enter the <i>Set ID</i> , the <i>Bank Code</i> , and the <i>Bank Account</i> .
8	If you want to post payments from more than one bank or bank account, click  to insert rows.
9	Click <i>Save</i> .
10	Click <i>Run</i> .

APT81

Process Scheduler Request

User ID: R209999Run Control ID: 050JH

Server Name:

Run Date: 11/06/2007

Recurrence:

Run Time: 4:19:56PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSAP Payment Posting	AP_PSTPYMNT	Application Engine	Web	TXT	Distribution

OK

Cancel

Refresh

APSC110Process Scheduler Request

Step	Action
11	Click OK.

APT82

Payment Posting Request

Run Control ID: SDOPYMTPOSTReport ManagerProcess MonitorRun

Process Instance:3347749

Process Request Parameters

Request ID: PYMTPOST

Description: SDO Payment Post

Process Frequency: Always Process

Post Payment Option: Post Bank Account

Post Payment List

SetID	Bank Code	Bank Account	Payment Method	Payment Reference
STIND	CHASE	6036		

APSC111Payment Posting Request

Step	Action
12	Click the <i>Process Monitor</i> link.

APT83

Process List

User ID: OLUSER3Type:Last: 1 DaysRefresh

Server:Name:Instance:to

Run:Distribution:Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3347749		Application Engine	AP_PSTPYMNT	OLUSER3	SDOPYMTPOST	11/02/2007 4:22:12PM IND	Success	Posted	Details
<input type="checkbox"/>	3347745		Application Engine	FS_BP	OLUSER3	000006471	11/02/2007 4:13:03PM IND	Success	Posted	Details
<input type="checkbox"/>	3347716		Crystal	APY2000	OLUSER3	ADHOC	11/02/2007 2:58:21PM IND	Success	Posted	Details
<input type="checkbox"/>	3347705		Crystal	APY1000	OLUSER3	ADHOC	11/02/2007 2:55:44PM IND	Success	Posted	Details

APSC112Process List

Step	Action
13	Click the <i>Refresh</i> button until Run Status is <i>Success</i> and Distribution Status is <i>Posted</i> .
14	Run query SOIAP0014 to verify that payments have been posted. The query only returns payments that have not been posted; therefore, if your payments do not show up, they posted successfully.

APT84

Canceling Payments

There times when you may need to cancel an SDO payment. Agencies have the ability to cancel SDO payments only. If you need to have a payment executed by AOS canceled, contact AOS.

- To cancel a payment before it is sent out, **void** it in ENCOMPASS. The system automatically reconciles a voided payment. (This is the most common situation at the State.)
- To record a stop payment on a check that has already been sent out and that you’ve asked the bank to stop payment on, **stop** payment in ENCOMPASS.
- To handle checks or ACH payments that were bounced back, i.e., rejected by the vendor or bank for various reasons, **void** the payment in ENCOMPASS.

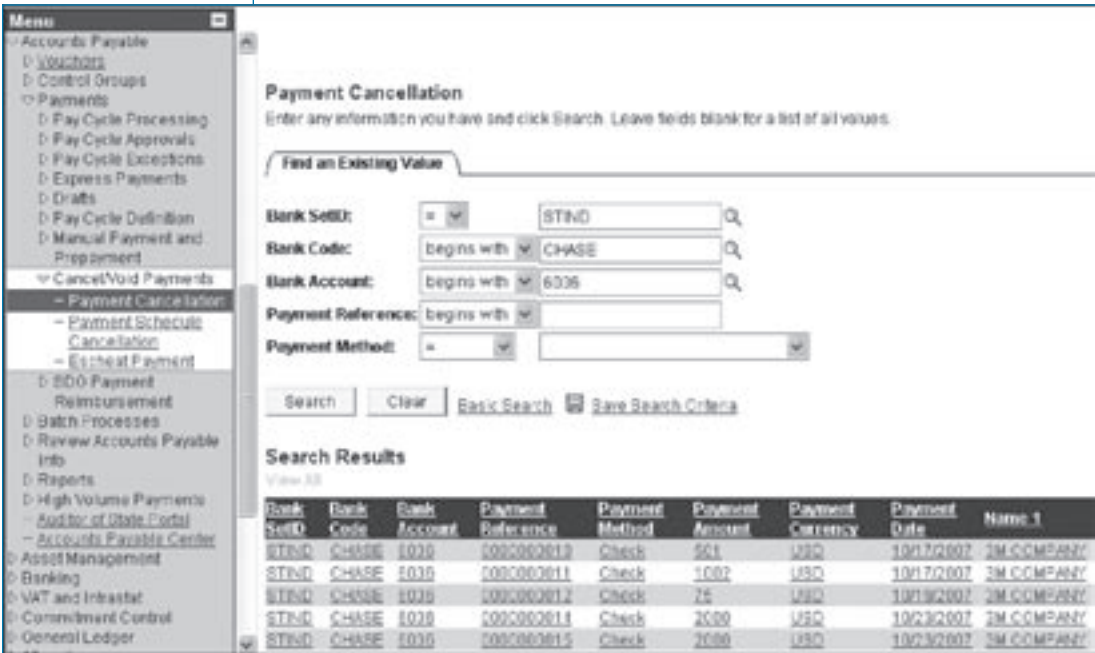
The cancellation takes effect after payment posting runs (which occurs overnight). After a payment is canceled and payment posting runs, **ENCOMPASS backs out all payment information for the vouchers affected by a canceled payment.** You can choose to have the voucher *reopened* or *closed*. If you choose to reopen and reissue the voucher, the voucher will be made available for selection in the next Pay Cycle (after payment posting is run). If you choose to close the voucher, it will be closed the next time voucher posting runs.

NOTE

Before a payment can be canceled, the payment must be posted. You can verify whether a payment is posted by running query SOIAP004. If the payment appears on the query, it is not posted; the payment cannot be canceled until the payment posting process runs (which runs every two hours).

Navigation

Accounts Payable > Payments >> Cancel/Void Payments >> Payment Cancellation



APSC113

Payment Cancellation

Step	Action
1	Enter the <i>Bank Code</i> and <i>Bank Account</i> . (If you know the <i>Payment Reference</i> number, you can enter it.)
2	Click <i>Search</i> .
3	Select the payment you want to cancel.

APT85

Cancel Payment

Action: Run

Enter Cancel Payment

Bank Set ID: 0TIND

Reference ID: 0000000025

Creation Date: 10/25/2007

Bank: CHASE

CHASE

Payment Date: 10/25/2007

Account: 6036

193151256

Payment Amount: 800.000 USD

Payment Method: System Check

Cancel Post Status: Not Applicable

Remit Vendor: 0000000046

PRINTERS SUPPLY OF IND INC

Settle by: Pay Cycle

Settlement Status: None

Date Cancelled: 11/07/2007

Payment Status:

☒ Void

☐ Stop

☐ Undo Cancel

Cancel Action:

☒ Re-Open Voucher(s)/Re-Issue

☐ Re-Open Voucher(s)/Put on Hold

☐ Do Not Reissue/Close Liability

Hold Reason:

Description:

APSC114 Cancel Payment

Step	Action
4	Select <i>Void</i> or <i>Stop</i> .
5	If you want to reissue the payment immediately, select <i>Re-Open Voucher(s)/Re-Issue</i> .
6	If you need to make changes to the voucher before reissuing payment, select <i>Re-Open Voucher(s)/Put on Hold</i> .
7	If you do not want to reissue the check, select <i>Do Not Reissue/Close Liability</i> .
8	In the <i>Description</i> field, enter the reason for canceling the payment.
9	Click <i>Save</i> .

APT86

Reconciling SDO Bank Accounts

This section provides high-level steps for the manual and semi-manual bank reconciliation processes in ENCOMPASS.

Navigation

Banking >> Reconcile Statements >> Semi-Manual Reconciliation

Navigation

Banking >> Reconcile Statements >> Manual Reconciliation

Reconcile statements semi-manually when there is not a one-to-one match between your bank and system transactions and you have reconciliation exceptions. Or, you can reconcile bank statements after entering a hardcopy bank statement online.

Semi Manual Reconciliation

Search Criteria

Bank ID:

Account #:

Statement ID: %

From Date: 11/26/2007

Thru Date: 11/27/2007

Reconciliation Status: Unreconciled

From Amount:

To Amount:

Currency Code: Search Advanced Search

Bank Transactions Customize | End | View All | First 1 of 1 Last

System Transactions Customize | End | View All | First 1 of 1 Last

Select Reference Bank Date Tran Amt Type

Select Reference Tran Date Tran Amt Type Source

Reconcile

APSC115 Semi-Manual Reconciliation

Step	Action
1	Enter <i>Bank ID</i> , <i>Account #</i> , <i>Statement ID</i> , and <i>date range</i> .
2	Click the <i>Search</i> button.
3	Select items to reconcile.
4	Click the <i>Reconcile</i> button.

APT87

Use the manual reconciliation process to reconcile statements for banks that do not provide an electronic file of their transaction data.

Manual Reconciliation

Search Criteria

Bank ID

Account #

From Date

Thru Date

Method

Status

Search

System Transactions

Select

Reconciliation Date

Status

Reference

Transaction Date

Transaction Amount

Currency

Method

Source

Status

Detail

Select All

Clear All

Recon Date Override Options

Override Reconciliation Date

Enter Reconciliation Date:

11/27/2007

Reconcile

Account Register Report

Process Monitor

Notify

APSC116

Manual Reconciliation

6.34

Step	Action
1	Enter <i>Bank ID</i> , <i>Account #</i> , and <i>date range</i> .
2	Click the <i>Search</i> button.
3	Select items to reconcile.
4	Click the <i>Reconcile</i> button.

APT88

